



Arkansas Game and Fish Commission Employment Job Posting

AGFC Grants Coordinator I - AGFC Grants Coordinator I

POSITION NO: 22095896

POSTING INFORMATION:

Advertisement Opens: July 30, 2026

Advertisement Closes: Aug. 19, 2026

Full Time: Yes

Salary: \$49,526.00 - \$71,432.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, accounting, finance, or a related field; plus two years of experience in program planning, grant administration, or a related area.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF

Preferred Education and/or Experience:

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Knowledge, Abilities, and Skills:

- Knowledge of financial grants management
- Knowledge of grant implementation, monitoring, and fiscal control practices
- Knowledge of state and federal laws and regulations governing grant administration
- Knowledge of state budgetary and accounting principles and practices
- Ability to review, monitor, and administer grant contracts
- Ability to research, interpret, and apply state and federal laws and regulations governing grants administration
- Ability to develop, monitor, and evaluate grant program compliance
- Ability to prepare, present, and review oral and written technical information and materials

Preferred Knowledge, Abilities, and Skills:

- Knowledge of the wildlife and sport fish restoration programs and/or other miscellaneous federal programs
- Knowledge of 2 CFR Part 200 - Uniform Guidance
- Knowledge of or exposure to conservation and/or biology
- Technical writing skills
- Proficiency in Google Workspace, Adobe, and Microsoft Office software
- Working knowledge and experience using AASIS/SAP/S4HANA

POSTING DETAILS:

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Fiscal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Grants Coordinator I is responsible for planning and reviewing the implementation of grants and monitoring financial and operational status of grantees. This position is governed by state and federal laws and agency policy.

Typical Functions:

- Reviews financial records, statutes, and the utilization of program resources, and conducts onsite inspections, assesses staff duties and functions, verifies payroll and personnel policies, and prepares reports on findings
- Assists applicant in determining area or program needs, provides suggestions concerning application procedures, reviews grant and/or loan applications, and recommends approval/disapproval
- Participates in the establishment of priorities and allocation of resources, establishes accounting practices to comply with requirements, and evaluates program requirements through studies of required funds and resources
- Coordinates and monitors the implementation of grants, contracts, and/or loan programs by overseeing funding procedures, developing goals and objectives, and monitoring implementation, to ensure compliance with institution policies, laws, and regulations
- Prepares financial reports, negotiates funding sources, monitors disbursements and invoices involving granting and contracting agencies and allocates resources for programs
- Prepares statistical reports by analyzing grant information, develops record keeping procedures, and disseminates information to program participants and funding sources concerning new programs or changes
- Reviews grants for compliance, recommends reallocation of funds, and researches and recommends sources for new funding
- Provides technical assistance, as required for the department's programs and support services, in regard to purchase services and sub-grant programs
- Assists in developing requests for applications, application development workshops, and training conferences to applicants
- Plans, directs, and organizes program campaigns to acquaint local, county, and state agencies with available grants
- May process personal service contracts, contract amendments, or invoices, by reviewing for accuracy and adherence to established procedures, verifying available funds, transferring funds as needed, and submitting for payment
- Performs other duties as assigned

Specific Duties and Responsibilities:

- Planning, coordination, monitoring, and compliance of all Pittman-Robertson Wildlife Restoration funding, as well as assisting with other federal funding as assigned
- Programmatic and financial grants management
- Coordination with all AGFC divisions regarding grant funding and utilization, submission of grant applications, and amendments
- Review of contracts and subawards to ensure compliance
- Maintaining grant records, tracking program fund balances, compiling and submitting programmatic performance reports, interpreting and applying state and federal laws, and regular communication with state and federal agency staff
- Performs other duties as assigned.

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

- This position will oversee a variety of U.S. Fish and Wildlife Service grants, primarily grants funded through the Wildlife Restoration Program, and several other miscellaneous federal grants.
- In-state and out-of-state travel will be required for training and annual conferences.
- A flexible work schedule arrangement is available for this position.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.