Arkansas Game and Fish Commission Employment Job Posting

DIVISION ASSISTANT CHIEF - FISCAL DIVISION - **DIVISION ASSISTANT CHIEF**

POSITION NO: 22164582

POSTING INFORMATION:

Advertisement Opens: Nov. 3, 2026

Advertisement Closes: Nov. 17, 2026

Full Time: Yes

Salary: $85,003.00 - $85,003.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in education, biology, zoology, natural science, business administration, or a related field; plus four years of experience in wildlife management or a related field, including one year in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Human Resources Chief.

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:

A bachelor's degree in accounting, finance, business administration, or a related field from an accredited college or university, plus four (4) years of accounting and procurement experience.

Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of organizational management.

Knowledge of state and federal laws, rules and regulations governing environmental protection, endangered species, or use of federal funds.

Knowledge of the theories, principles, techniques, and strategies of fish and/or wildlife management, education and/or educational curriculum.

Ability to plan work unit objectives and operational activities and to assign and direct the work of subordinate supervisors.

Ability to participate in and lead groups in problem solving activities.

Ability to develop monitoring systems for projects and/or programs to measure successes, failures, and develop solutions to problems.

Preferred Knowledge, Abilities, and Skills:

- Advanced knowledge of accounting principles, practices, and financial reporting. In-depth understanding of procurement best practices, state and federal procurement laws, and contract management
- Strong experience in budgeting, managing financial reports, and analyzing financial data.
- Knowledge of state, federal, and departmental financial regulations and standards.
- Ability to analyze complex procurement data, trends, and performance metrics to guide strategic decisions.
- Ability to analyze complex financial data, resolve discrepancies, and develop actionable recommendations. Advanced proficiency in accounting software (e.g., PeopleSoft,
- Oracle, QuickBooks) and Microsoft Excel (including pivot tables, formulas, and financial models).
- Strong attention to detail to ensure that all procurement processes comply with applicable regulations and contractual obligations.
- Ability to anticipate challenges and proactively develop solutions to complex procurement problems.

POSTING DETAILS:

Position Location:
City: Little Rock
Office: AGFC Headquarters Office
Division: Fiscal

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Division Assistant Chief is responsible for overseeing division operations. This position is governed by state and federal laws and agency policy.

Typical Functions:

Directs the activities of a medium to large-sized professional and technical staff through lower-level supervisors, including approving hire recommendations, reviewing performance evaluations, evaluating the performance of immediate subordinates, and reviewing and approving/disapproving a variety of recommendations of subordinates.

Resolves problems referred by field personnel in areas such as program development, employee relations, scheduling, management techniques, public information, and strategic planning.

Evaluates and determines the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs.

Identifies problem areas and monitors the progress of projects and programs through field inspections and compiles reports with recommendations for the review of division chiefs.

Reviews and approves division bills, invoices, and activity reports and may request further explanation of actions and purchases.

Compiles data as requested for special projects or programs such as program performance and expenditure reduction and recommends courses of action as indicated from analysis of data.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Oversees the procurement section of the Fiscal Division.
- Oversees all non-construction-related procurements, including but not limited to sealed bids, requests for qualifications, requests for proposals, sole sources, and sealed bid waivers
- Reviews solicitations, assists with the writing of the scope of work, scoring criteria, and other sections of solicitation, and discusses solicitations with division leadership as needed.
- Assists in reviewing responses, scoring, and final award of solicitations.
- Obtains CFO signature and discusses results of solicitations, resolving issues as needed.
- Monitors scheduling for proper issuance of procurements.
- Manages and assists with the Annual Capital Equipment List procurements. Resolves budget shortfalls and creates additional budget requests.
- Periodically reviews capital equipment
- Discusses strategy with the Procurement Coordinator and assists with research of the best procurement method for the Commission
- Communicates with division staff on issues as needed
- Sends out the annual capital equipment request forms.
- Develops and executes long-term procurement strategies that align with the state's goals and budgetary requirements.
- Ensures that procurement activities are cost-effective and provide value to the state and its citizens.
- Ensures that procurement activities are compliant with local, state, and federal regulations and agency procedures.
- Oversees assets, creating assets in the accounting system, monitoring and requesting proper removal of inventory, timely reporting of stolen assets, and proper treatment of donated assets.
- Reviews and approves purchase orders and outline agreements (contracts) for accuracy and documentation.
- Reviews and approves contract procurement methods
- Reviews and approves purchase requisitions
- Resolves issues with internal applications.
- Monitors and addresses WEX fraudulent alerts and assists with card limit changes and issues.
- Prepares the biennial Control Self Assessment for the agency.
- Leads and mentors a team of procurement professionals that consists of the Procurement Coordinator and 3 staff members.
- Cultivates and maintains positive relationships with vendors, contractors, and suppliers.
- Prepares training materials as needed.
- Prepares and submits reports to fiscal management as requested.
- Assists the AGFC controller with duties as requested.
- Other duties as assigned.

Certificates, Licenses, or Registrations:

Must possess a valid driver's license.

Special Job Dimensions:

Regular in-state travel and occasional work other than normal office hours are required.

Other Specific Information:

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