Arkansas Game and Fish Commission Employment Job Posting

AGFC FISCAL SUPPORT ANALYST - **AGFC FISCAL SUPPORT ANALYST**

POSITION NO: 22095990

POSTING INFORMATION:

Advertisement Opens: Nov. 3, 2026

Advertisement Closes: Nov. 17, 2026

Full Time: Yes

Salary: $44,220.00 - $44,220.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in general business, finance, or a related field.

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 accounting principles and database management.

Knowledge of software applications.

Knowledge of applicable laws, regulations, and policies of assigned section.

Knowledge of customer service techniques.

Ability to comprehend and assimilate technical and business related documents.

Ability to apply policies and procedures and other applicable regulations associated with assigned department or program.

Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

Preferred Knowledge, Abilities, and Skills:

- AASIS/SAP/S4HANA experience
- Knowledge of database accounting and management principles
- Knowledge of applicable laws and regulations of assigned section
- Knowledge of computers and software application programs
- Knowledge of customer service techniques
- Ability to record fiscal data and combine data to generate complex reports and documents
- Ability to conduct research and perform basic quantitative quality assurance reviews.

POSTING DETAILS:

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

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Fiscal Support Analyst is responsible for performing a wide variety of fiscal-related tasks that are standard or regular support duties within an assigned department or program, and for researching financial data and preparing reports. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and agency policy.

Typical Functions:

Researches and analyzes data, develops or revises processes or policies based on the research findings, and submits the prepared report findings to the supervisor.

Develops and maintains databases, spreadsheets, and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance.

Provides technical assistance to others working within various databases and systems, including the state accounting system and general ledger, and assists in resolving reconciliation issues.

Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.

Performs various accounting duties and assists with budgets and the monthly and year-end closing. Produces monthly production reports, statistical reports, or other regularly scheduled reports.

May be responsible for proper and timely entry of time records, payroll-related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms required by other departments or divisions.

May serve as a lead worker, providing training and guidance to fellow employees and establishing work plans, timeframes, and/or deadlines, or may supervise a small support staff by interviewing, training, assigning, and reviewing work, and evaluating performance.

Performs other duties as assigned.

Specific Duties and Responsibilities:

- Daily monitoring of bank accounts to perform sweeps and deposits
- Key the Weekly License Settlements from regional offices, nature centers, and headquarters into the accounting system to properly account for funds.
- Reconcile license settlements to ensure accuracy.
- Prepare and key a daily receipt summary of license sale deposits to transfer to the main operating fund
- Receive checks, log, and perform deposits in the accounting system
- Reconcile weekly license credit card sales and perform transfer of funds to deposit.
- Prepare and submit deposit slips.
- Review and deposit Federal Grant Reimbursements
- Work with the Federal Aid team on federal grant reimbursements received through bank accounts
- Properly deposit funds
- Other duties as assigned.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

N/A

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.