



## Arkansas Game and Fish Commission Employment Job Posting

ACCOUNTANT II - AGFC ACCOUNTANT II

POSITION NO: 22096113

### **POSTING INFORMATION:**

Advertisement Opens: Aug. 9, 2022

Advertisement Closes: Aug. 17, 2022

Full Time: Yes

Salary: \$45,010.00 - \$45,010.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education of a bachelor's degree in accounting; plus one year of experience in accounting 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:

Experience in Systems, Applications, and Products (SAP)/ Arkansas Administrative Statewide Information System

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of accounting and GAAP. Knowledge of financial statements and reports. Knowledge of accounting ledgers and journals. Knowledge of Microsoft Office and computer technology related to accounting systems. Ability to develop and maintain manual or computerized accounting systems. Ability to interpret and apply provisions of laws, rules, or policies to specific situations. Ability to review and analyze financial information. Ability to analyze data and prepare financial statements and reports. Ability to maintain routine accounting data in appropriate ledgers and journals. Ability to provide guidance and technical assistance to agency/institution management and staff.

#### Preferred Knowledge, Abilities, and Skills:

N/A

### **POSTING DETAILS:**

#### Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

The Accountant II is responsible for the maintenance, analysis, interpretation, and management of financial accounting data. This includes the preparation and posting of various journals, ledgers, and accounts, analysis of financial data, financial statements, and expenditure reports, and presentation of financial data. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and agency/institution policy.

Typical Functions:

Analyzes fiscal transactions to ensure conformity and compliance with accepted accounting procedures and practices. Analyzes expenditures to determine impact on capital and operating budget. Assigns, trains, supervises, and evaluates sub-professional accounting, clerical, and other staff as assigned in accomplishment of varied accounting related duties. Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer applications, and preparing managerial reports. Prepares and monitors agency/institution budget; monitors and forecasts revenues and expenditures; and reviews, analyzes, and presents financial data, including revenue projections and expenditure reports to determine funding requirements. Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs. Maintains various ledgers, journals, registers, and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required. Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations. Performs other duties as assigned.

Specific Duties and Responsibilities:

This position will be responsible for compiling necessary documentation to request federal grant reimbursements, reconciling grants, reviewing and auditing invoices, maintaining general ledgers, preparing financial reports, and other job duties as assigned.

Certificates, Licenses, or Registrations:

NONE

Special Job Dimensions:

NONE

Other Specific Information:

Flexible schedule and telecommuting are available for this position.

All applicants are subject to a criminal background check.

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