



ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders
Governor

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Wes Ward
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
November 14, 2024**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Fiscal Support Analyst</p> <p>Arkansas Department of Agriculture Fiscal Pulaski County/Little Rock</p> <p>Hiring Authority: Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6386 E-mail: melissa.barlow@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://arcareers.arkansas.gov</p>	<p>Entry Level Salary: \$32,405</p> <p>Grade GS05</p> <p>Positions #22088781 Req #44949</p>	<p>Open Until Filled</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of an associate's degree in general business, business management or a related field.
- Three years of experience in fiscal operations.

Knowledge of:

- Accounting principles and database management.
- Software applications.
- Applicable laws, regulations, and policies of assigned section.
- Customer service techniques.

Ability to:

- Comprehend and assimilate technical and business related documents.
- Apply policies and procedures and other applicable regulations associated with assigned department or program.
- Conduct research, perform quantitative quality assurance reviews, and prepare reports.

Preferred Qualifications:

- This position will function as the fixed asset coordinator for the Department. The successful candidate will be tasked with all processes associated with the recording and tracking of fixed

asset purchases, transfers and disposals. Working well with other fiscal staff members and other departmental employees will be necessary to the successful completion of required duties. Excellent communication skills along with attention to detail will be required.