



POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

January 11, 2017

Closing Date: January 18, 2017

(Position will close after five working days from date of listing or until filled.
Application review will begin on January 19, 2017).

Title: ACCOUNTANT I

Position Number: 2208-2713

Grade: C116

Arkansas Public School Computer Network

DUTIES:

This position will provide technical assistance to 272 districts, cooperatives and charters; assist users through processes step by step at peak times such as state reporting deadlines, fiscal and calendar year-end, W2 processing; provide phone support for all financial software modules including fund accounting, purchasing, human resources (including payroll), budget preparation, personnel budgeting as well as Cognos report writing and state reporting; and perform other duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of accounting, bookkeeping and fiscal procedures; and knowledge of automated computer systems; must have good verbal and written communication skills; knowledge of customer service principles and practices.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in accounting. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of personnel Management. 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 Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.