



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

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: ACCOUNTING COORDINATOR

Position Number: 2208-7432

Grade: C121

Arkansas Public School Computer Network

DUTIES:

This position will be responsible for supporting school districts using the APSCN Financial Management System (FMS); provide assistance, support and training for users of the financial accounting (Fund Accounting, Purchasing, Payroll, Budgeting and Fixed Assets) software, as well as provide training and support on the statewide reporting system and Cognos reporting tools; perform other duties as assigned.

SPECIAL REQUIREMENTS:

An accounting degree is required; knowledge of school fund accounting and government accounting principles required; experience in fund accounting using electronic financial systems and/or APSCN experience preferred. Excellent computer skills and oral and written communication skills desired; some in-state travel is required.

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; plus three years of experience in accounting, financial management or a related area, including one year in a supervisory capacity. 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.