



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: FISCAL SUPPORT ANALYST

Position Number: 2208-2709

Grade: C115

Arkansas Public School Computer Network

DUTIES:

This position will research and analyze data and submit prepared report findings to supervisor; develop and maintain databases, spreadsheets and other fiscal reporting mechanisms; review and audit fiscal information for accuracy and quality assurance; perform various accounting duties and assist with budgets and fiscal monthly and yearly closing; produce monthly reproduction reports, statistical reports or other regularly scheduled reports; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant must possess the formal education equivalent of a bachelor's degree in accounting, finance or a related field; analytical skills to help resolve finance/accounting help desk tickets, and good verbal and written communication and customer service skills.

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 general business, finance, or a related field. 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.