AN EQUAL OPPORTUNITY EMPLOYER

JOBS OPPORTUNITY
September 4, 2020

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a bachelor’s degree in accounting, management, general business, or a field related to the program area.
- One year of experience in accounting, auditing, or a specific program related area.

Knowledge of:

- The principles and practices of accounting.
- Manual and automated accounting systems and procedures.
- Audit standards and procedures.
- The agency’s program area being reviewed.
- Computer software to support agency function.

Ability to:

- Interpret and apply rules, laws, or policies to specific situations.
- Analyze records and determine the propriety or accuracy of transactions and documentation.
- Physically inventory facilities.
- Document examination findings and prepare reports using a personal computer.
- Convey and exchange oral and written information of a specialized nature.
- Drive long distances, read maps, and follow directions to facility sites.
- Utilize a calculator.

Preferred Qualifications:

- Bachelor’s degree in accounting, finance or agricultural business
- Ability to administer and enforce laws and rules pertaining to public grain warehouses, grain dealers and catfish processors.
- 3 or more years’ experience conducting financial audits.
- Requires frequent in state travel; statewide but mostly central to south Arkansas.
- Ability to climb heights above 50 feet, wear safety gear or respirator mask for brief periods.
- Ability to lift 50 pounds.