



Asa Hutchinson  
Governor

# ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward  
Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER  
JOB OPPORTUNITY**

**August 14, 2020**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Grants Coordinator</b></p> <p><b>Department: ANRD-Water Resources Development</b> <b>Location: Little Rock, AR</b></p> <p><b>Hiring Authority:</b> Arkansas Department of Agriculture 101 E Capitol Ave Ste 350 Little Rock, AR 72201 Phone: 501/682-3830 E-mail: <a href="mailto:debra.dickson@arkansas.gov">debra.dickson@arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: <a href="http://www.arstatejobs.com">http://www.arstatejobs.com</a></p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Position #22120296</p>	<p><b>August 21, 2020</b></p>

**STATE'S MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**

- The formal education equivalent of a bachelor's degree in business administration, accounting, finance, or a related field.
- Two years of experience in program planning, grant administration, or a related area.

**Knowledge of:**

- Knowledge of financial grants management.
- Knowledge of grant implementation, monitoring, and fiscal control practices.
- Knowledge of state and federal laws and regulations governing grant administration.
- Knowledge of state budgetary and accounting principles and practices.

**Ability to:**

- Ability to review, monitor, and administer grant contracts.
- Ability to research, interpret, and apply state and federal laws and regulations governing grants administration.
- Ability to develop, monitor, and evaluate grant program compliance.
- Ability to prepare, present, and review oral and written technical information and materials

**Preferred Qualifications:**

- Working knowledge of AASIS.

- Working knowledge of Microsoft Office programs, such as Outlook/email, Word, Access and at least intermediate level Excel.
- Two (2) years of accounting experience.
- Experience balancing multiple and complex accounts.
- Reading trail balances.
- Ability to work in a diverse team environment.
- Ability to work under pressure and within time restrictions