



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY

September 27, 2019

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Fiscal Support Specialist</p> <p>Arkansas Department of Agriculture Fiscal Pulaski County/Little Rock</p> <p><u>Hiring Authority:</u> Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6347 E-mail: elza.albert@agriculture.arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://www.arstatejobs.com</p>	<p>Entry Level Salary: \$29,046</p> <p>Grade GS04</p> <p>Positions #22087939</p>	<p>October 4, 2019</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a high school diploma.
- Four years of bookkeeping, basic accounting, billing, or a related field.

Knowledge of:

- Database accounting and management principles.
- Applicable laws and regulations of assigned section.
- Computers and software application programs.
- Customer service techniques.

Ability to:

- Record fiscal data and manipulate data to generate complex reports and documents.
- Conduct research and perform basic quantitative quality assurance reviews.