



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
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(501) 225-1598



Wes Ward
Secretary of Agriculture

JOB OPPORTUNITY

September 27, 2019

RE-ADVERTISED

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p>Rural Construction Grant Financial Officer</p> <p>Arkansas Department of Agriculture Natural Resources Division Little Rock, AR</p> <p><u>Hiring Authority:</u> Arkansas Department of Agriculture 1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/682-3977 darla.brooks@arkansas.gov</p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: http://www.arstatejobs.com Under Arkansas Agriculture Department</p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Position #: 22087653</p>	<p>October 18, 2019</p>

STATE'S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- The formal education equivalent of a bachelor's degree in business administration, industrial management, or a related field.
- Two years of experience in financial/grants management, construction financing or a related area.

Knowledge of:

- State and federal funding programs.
- Loan processing techniques, procedures, and requirements.
- Construction techniques and requirements.

Ability to:

- Analyze information to determine project feasibility and proper fund utilization.
- Prepare and present oral and written information and reports.
- Inspect construction projects.
- Utilize various computer software programs.

Preferred Qualifications:

- Working knowledge of Microsoft Office programs, such as Outlook/email, Word, Access and at least intermediate level Excel.
- Ability to work in a diverse team environment.
- Ability to work under pressure and within time restrictions.