



Asa Hutchinson  
Governor

# ARKANSAS DEPARTMENT OF AGRICULTURE

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Wes Ward  
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER

## JOB OPPORTUNITY

**September 4, 2020**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Program/Field Audit Specialist</b></p> <p><b>Arkansas Department of Agriculture Plant Industries Division, Quality Control and Compliance Section Central/South AR</b></p> <p><b><u>Hiring Authority:</u></b> Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 870/565-3090 E-mail: <a href="mailto:kortney.white@agriculture.arkansas.gov">kortney.white@agriculture.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: \$36,155</p> <p>Grade GS06</p> <p>Positions #22087873</p>	<p><b>September 11, 2020</b></p>

### 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.