



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

**August 19, 2019**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Rural Construction Grant Financial Officer</b></p> <p><b>Arkansas Department of Agriculture Natural Resources Division Little Rock, AR</b></p> <p><b>Hiring Authority:</b> Arkansas Department of Agriculture 1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/682-3977 <a href="mailto:darla.brooks@arkansas.gov">darla.brooks@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> Under Arkansas Agriculture Department</p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Position #: 22087653</p>	<p><b>September 2, 2019</b></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.