



POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

December 30, 2011

Closing Date: January 13, 2012

(Position will close after ten working days from date of listing or until filled.
Application review will begin on January 17, 2012).

Title: PROGRAM FISCAL MANAGER

Position Number: 2208-2927

Grade: C122

Finance

DUTIES:

This position will be responsible for supervising a small support staff in the ADE federal programs unit: training and evaluating staff, approving expenditures, conducting research and workshops, developing guidelines and providing technical assistance for federal programs.

SPECIAL REQUIREMENTS:

Require a thorough knowledge of the AASIS reporting and payment system, advanced skills in preparing financial reports and data analysis in Excel; must have the ability to interpret and apply laws, rules, and policies governing public expenditures; compile and analyze detailed manual and/or computerized records and prepare financial and narrative reports.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, business administration, or a related area; plus three years of experience in program organization and administration, including one year in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at ArkansasEd.org or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.