



## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

August 8, 2008

**Closing Date: August 21, 2008**

(Position will close after ten working days from date of listing or until filled. Application review will begin on August 22, 2008).

**Title: ACCOUNTANT**

**Position Number: 2208-2712**

**Grade: 18**

**Arkansas Public School Computer Network**

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### **DUTIES:**

Provide second level help desk support and technical assistance to school districts using an automated financial management system and the Cognos Data Warehouse; log all steps to solving issues into the HEAT (Helpdesk Expert Automation Tool) software; intensive research to resolve issues, analyze processing and printing errors, resolve and close help tickets. May assist with testing software upgrades and preparation of training documentation and perform other duties as assigned.

### **SPECIAL REQUIREMENTS:**

Knowledge of general principles of accounting, computerized accounting, and skilled in using the Microsoft Office Suite (Microsoft Excel and Word).

### **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.

### **Office of Personnel Management Minimum Qualifications:**

The formal education equivalent of a bachelor's degree in accounting or a related field; plus one year of experience in accounting or a related field. Other job-related education and/or experience may be substituted for all or part of these basic 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 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or [ArkansasEd.org](http://ArkansasEd.org).** 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.