



**ADE**  
**Human Resources – Room 204B**  
**4 Capitol Mall**  
**Little Rock, AR 72201**  
**(501) 682-4210**

## Vacancy Announcement

June 12, 2008

Accounting Supervisor II

2208-2741

Grade 21

Special Education

Closing Date: June 25, 2008

Position will be closed after ten working days from date of listing or until filled.  
Application review will begin on June 26, 2008.

### **DUTIES:**

Establishes and maintains accounts; prepares monthly entries and accounting corrections to ensure accurate accounting records; checks general ledgers from books of detailed entries; assists in the preparation, analysis, and review of estimates of revenues, reimbursements, expenditures or fund conditions of proprietary and budgetary accounts; analyzes and verifies financial reports and statements, accounts and records of expenditures and revenues.

### **SPECIAL REQUIREMENTS:**

The formal education equivalent of a bachelor's degree in accounting or a related field; plus four years' progressively more responsible experience in accounting, financial management, fiscal administration, or related field, including one year in a supervisory or leadership capacity.

### **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 business administration, public administration, or a related field; plus three years' experience in business, public administration, or a related field, including one year in a leadership or supervisory capacity. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Qualification 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, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (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.