



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 204B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

August 18, 2009

Closing Date: August 31, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 1, 2009).

Title: ACCOUNTING COORDINATOR

Position Number: 2212-9088

Grade: C121

LEA Distress Management

DUTIES:

Provide financial analysis to public school districts experiencing financial instability and distress and technical assistance to districts on compliance with state and federal financial laws and regulations. Assist in implementing screening procedures to identify districts in fiscal distress; provide technical assistance to districts regarding budgeting, financial reporting and financial accountability; review current state laws and State Board rules to develop compliance procedures for districts regarding financial accountability and reporting; monitor and review pertinent documentation, consult with district staff and make recommendations for changes in district procedures to improve financial accountability and reporting; monitor district financial reports, budgets and expenditures; identify district needs and develop and provide appropriate training and workshops as required to address problems and issues; provide new information and instruction in new procedures; conduct research pertinent to fiscal accountability and reporting; assist in developing Arkansas Public School Computer Network coding structure for financial accountability and reporting; perform related duties as required.

SPECIAL REQUIREMENTS:

Knowledge of principles and practices of accounting, state and federal laws, regulations and guidelines applicable to education finance and accountability; knowledge of grants administration; ability to analyze programs and recommend implementation methods or modifications; coordinate activities with other sections, agencies, services and organizations; ability to interpret and apply federal and state guidelines and regulations; ability to plan, prepare and present oral and written reports to varied audiences, design financial reports; ability to interpret and apply laws, rules and policies governing accounting transactions, analyze financial data, project outcomes and recommend future actions; and ability to compile and analyze detailed 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 accounting; plus three years of experience in accounting, financial management, or a related area, including one year in a supervisory 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.

PENDING HIRING FREEZE APPROVAL

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 Arkansased.org or 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.