



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

Vacancy Announcement

April 16, 2008

ACCOUNTING TECHNICIAN II

2213-2835

Grade 15

Division of Public School Academic Facilities and
Transportation

Closing Date: April 29, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on April 30, 2008.

DUTIES:

This position will provide technical assistance to Division personnel regarding warrant cancellations, preparation of vouchers or billings, fund balances, and processing procedures. Analyze records and prepare reports; communicate with agency personnel, superintendents, general public, legislators, legislative audit, etc., and perform additional duties as assigned.

SPECIAL REQUIREMENTS:

Possess the formal education equivalent of a high school or vocational school diploma with hours in accounting and Microsoft programs.

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 high school or vocational school diploma with courses in bookkeeping/accounting, administrative office procedures, or a related field, plus three years of experience in bookkeeping/accounting. 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.

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, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or 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.