

## Arkansas Department of Career Education

### Fiscal Division Manager Job Vacancy Announcement

Recruitment Period:

Wednesday, September 28, 2016 through Monday, October 10, 2016

Position Number: 22082028

Classification Title: Fiscal Division Manager Class Code: A014C

Grade: C127 Entry Level: Salary: \$52,530

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Fiscal Division Manager position. The Fiscal Division Manager will function as the Arkansas Rehabilitation Services (ARS) Chief Fiscal Officer. This position is assigned to ARS Division, Finance Department. This position will be primarily responsible for directing the operations of various fiscal division programs by developing and establishing work priorities and standards of performance, reviewing and approving managerial decisions, and monitoring budgetary needs and expenditures. This position is governed by Generally Accepted Accounting Principles, state and federal laws and agency policy. This position is located in the Central Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Fiscal Division Manager functional job description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

#### Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com>. Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 04:30 p.m., Monday, October 10, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## **Arkansas Department of Career Education**

### **Fiscal Division Manager Functional Job Description**

Position Number: 22082028

Classification Title: Fiscal Division Manager Class Code: A014C Grade: C127

#### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in finance, business administration, general business, or related field; plus five years of experience in financial management, budgeting, or a related field, including three years in a supervisory capacity. May require an advanced Degree, Professional License or Certification as indicated by individual agencies. 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.

#### **Preferred Qualification**

Certified Public Accountants (CPA), experience with federal grant management and reporting requirements, Prior State of Arkansas employment, experience with computers and computer software such as Microsoft Office (Outlook, Excel and Word), experience with AASIS Software or SAP-based software.

#### **Job Responsibilities and Expected Results**

Direct the activities of a professional and administrative support staff through lower level managers including interviewing applicants, approving hire recommendations, and evaluating and reviewing work performance of subordinates.

Develop and review fiscal operating policies and procedures, review and evaluate programs and services with departmental leaders, and make recommended changes as necessary.

Plan and direct division activities by establishing goals, objectives, and short and long-range plans to ensure consistency with overall agency mission.

Monitor agency budgets, review and approve expenditures, advise management of potential budget issues, and make recommendations.

Gather data and research technical information for monthly reports and studies and presents to appropriate authorities.

Provide technical assistance, guidance, and information to internal and external contacts, legislators, vendors, and other customers by researching and interpreting federal and state laws and agency policies and procedures.

Conduct and attend meetings, conferences, and/or workshops to disseminate technical and fiscal information.

Coordinate activities with other state and federal personnel, responds to requests for information from executive and legislative officials, and serves on committees or task forces to express ideas and needs or provide recommendations or solutions.

This position also has overall agency responsibility for fleet and inventory management. This includes procurement and maintenance of all state vehicles.

Perform other duties as assigned.