# AN EQUAL OPPORTUNITY EMPLOYER

## JOB OPPORTUNITY

**December 10, 2019**

**RE-ADVERTISED**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
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<tr>
<td>Finance Program Coordinator</td>
<td>Arkansas Department of Agriculture Natural Resources Division Pulaski County/Little Rock</td>
<td>Entry Level Salary: $45,010 Grade GS08 Positions #22077837</td>
<td>December 31, 2019</td>
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### Hiring Authority:

Arkansas Department of Agriculture
101 E. Capitol Ave Ste. 350
Little Rock, AR 72201
Phone: 501/682-3962
E-mail: ryan.benefield@arkansas.gov

Standard State of Arkansas employment application required.

Apply on line: [http://www.arstatejobs.com](http://www.arstatejobs.com)

### STATE’S MINIMUM QUALIFICATIONS:

**Education/experience requirements:**

- The formal education equivalent of a bachelor’s degree in accounting, real estate, finance and banking, or a related field.
- Four years of experience in mortgage lending operations, including mortgage loan origination, processing, closing, underwriting, servicing, or a related field.
- Two years in a supervisory or leadership capacity.

**Knowledge of:**

- Supervisory practices and procedures.
- Mortgage lending practices including loan processing, underwriting, closing, and servicing.
- The principles and practices of bookkeeping/accounting.
- The operation and function of standard office equipment including calculators and data entry devices.

**Ability to:**

- Plan, organize, and oversee the work of subordinates.
- Interpret and apply laws, rules, and policies governing loan programs.
- Evaluate the eligibility of mortgage loans for various loan guarantee programs.
- Coordinate the processing of mortgage loans with lenders by providing information and training on new and existing program guidelines and procedures.

### Preferred Qualifications:

- Advanced use of excel spreadsheets.