AN EQUAL OPPORTUNITY EMPLOYER

JOB OPPORTUNITY

September 4, 2020

STATE’S

<table>
<thead>
<tr>
<th>TITLE LOCATION</th>
<th>ANNUAL SALARY POSITION #</th>
<th>APPLICATION MUST BE RECEIVED BY:</th>
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<tbody>
<tr>
<td>Program/Field Audit Specialist</td>
<td>Entry Level Salary: $36,155 Grade GS06 Positions #22087873</td>
<td>September 11, 2020</td>
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</tbody>
</table>

**Arkansas Department of Agriculture Plant Industries Division, Quality Control and Compliance Section Central/South AR**

**Hiring Authority:**
Arkansas Department of Agriculture
#1 Natural Resources Drive
Little Rock, AR 72205
Phone: 870/565-3090
E-mail: kortney.white@agriculture.arkansas.gov

Standard State of Arkansas employment application required.

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

**MINIMUM QUALIFICATIONS:**

**Education/experience requirements:**
- The formal education equivalent of a bachelor’s degree in accounting, management, general business, or a field related to the program area.
- One year of experience in accounting, auditing, or a specific program related area.

**Knowledge of:**
- The principles and practices of accounting.
- Manual and automated accounting systems and procedures.
- Audit standards and procedures.
- The agency’s program area being reviewed.
- Computer software to support agency function.

**Ability to:**
- Interpret and apply rules, laws, or policies to specific situations.
- Analyze records and determine the propriety or accuracy of transactions and documentation.
- Physically inventory facilities.
- Document examination findings and prepare reports using a personal computer.
- Convey and exchange oral and written information of a specialized nature.
- Drive long distances, read maps, and follow directions to facility sites.
- Utilize a calculator.

**Preferred Qualifications:**
- Bachelor’s degree in accounting, finance or agricultural business
- Ability to administer and enforce laws and rules pertaining to public grain warehouses, grain dealers and catfish processors.
- 3 or more years’ experience conducting financial audits.
- Requires frequent in state travel; statewide but mostly central to south Arkansas.
- Ability to climb heights above 50 feet, wear safety gear or respirator mask for brief periods.
- Ability to lift 50 pounds.