DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

Requisition ID – 21215

FISCAL SUPPORT MANAGER
Date: August 5, 2022

Position Number: 2208-3029
County: Pulaski
Posting End Date: August 15, 2022
Fiscal and Administrative Services

Join the Arkansas Department of Education where each student is recognized as an individual. Through a cultivation of world-class educators, partnering with communities, and an influx of social supports, the Arkansas Department of Education provides multi-level supports that help ensure students will receive a personalized education and develop a life-long love of learning.

Special Application Information:
Incomplete applications will not be considered. List current/most recent job first. Account for all time periods including unemployment, self-employment, and military service. A resume may be attached to your required online application form; however, it may not be used as a substitute for completing any part of our application package. 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).

Typical Functions:
Directs the activities of a professional and administrative support staff through a lead or staff supervisor. Monitors work performance of incumbents, interviews applicants, and approves hire recommendations. Ensures personnel actions, payroll documents, timesheets, and purchase orders are processed according to established policy. Reviews operating and program policies, and procedures; reviews and evaluates programs and services with departmental leaders, and makes recommended changes as necessary. Plans and directs division activities by establishing goals, objectives, and short and long-range plans to ensure consistency with the overall ADE mission. Monitors division budget, reviews and approves expenditures advises management of potential budget issues and makes budget recommendations. Ensures accuracy of financial data and produces financial and statistical reports. Gathers data and researches technical information for monthly reports and studies and presents to appropriate authorities. Provides 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. Performs other duties as assigned.

Knowledge, Abilities and Skills:
Knowledge of business and management principles involved in strategic planning, resource allocation, and human resources. Knowledge of the principles and practices of fiscal management, including budget development, purchasing, and asset management. Knowledge of state and federal laws, rules, regulations, agency/institution policies, and applicable laws. Ability to prepare budgets and monitor expenditures. Ability to conduct research and prepare and present oral and written information and reports. Ability to interpret and apply laws, policies, and procedures. Ability to investigate complaints, identify problems, and design corrective measures. Ability to monitor and evaluate the effectiveness and compliance of administrative operations, budgets, and programs. Ability to plan and direct the work of others.

To apply for this position click open the link: Fiscal Support Manager
or visit the ARCareers website at: https://arcareers.arkansas.gov/