



# ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders  
Governor

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Secretary of Agriculture

## AN EQUAL OPPORTUNITY EMPLOYER JOB OPPORTUNITY

**April 12, 2024**

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
<p><b>Grants Coordinator</b></p> <p><b>Department: Natural Resources Division</b> <b>Location: Pulaski County/Little Rock</b></p> <p><b>Hiring Authority:</b> 10421 West Markham Street Little Rock, AR 72205 Phone: 501/682-0549 E-mail: <a href="mailto:leah.m.johannes@agriculture.arkansas.gov">leah.m.johannes@agriculture.arkansas.gov</a></p> <p>Standard State of Arkansas employment application required.</p> <p>Apply on line: <a href="http://arcareers.arkansas.gov">http://arcareers.arkansas.gov</a></p>	<p>Entry Level Salary: \$40,340</p> <p>Grade GS07</p> <p>Positions #22120296 Req ID #38286</p>	<p><b>Open Until Filled</b></p>

### STATE'S MINIMUM QUALIFICATIONS:

#### Education/experience requirements:

- The formal education equivalent of a bachelor's degree in business administration, accounting, finance, or a related field.
- Two years of experience in program planning, grant administration, or a related area.

#### Knowledge of:

- Financial grants management.
- Grant implementation, monitoring, and fiscal control practices.
- State and federal laws and regulations governing grant administration.
- State budgetary and accounting principles and practices.

#### Ability to:

- Review, monitor and administer grant contracts.
- Research, interpret, and apply state and federal laws and regulations governing grants administration.
- Develop, monitor, and evaluate grant program compliance.
- Prepare, present, and review oral and written technical information and materials.

#### Preferred Qualifications:

- Knowledge of Access.
- Advanced MS Excel.
- Advanced in MS Outlook.