



# ARKANSAS DEPARTMENT OF AGRICULTURE



Sarah Huckabee Sanders  
Governor

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Secretary of Agriculture

**AN EQUAL OPPORTUNITY EMPLOYER  
JOB OPPORTUNITY  
June 14, 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> Cone Building 1, Suite 300 10421 West Markham Street Little Rock, AR 72205 Phone: 501/682-3926 E-mail: <a href="mailto:dewania.coleman-jones@agriculture.arkansas.gov">dewania.coleman-jones@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 #22181747 Req ID #40358</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:**

- Proficient in Microsoft Word, PowerPoint, Excel, and Access.

- Ability to reconcile financial information and budgets.
- Ability to adapt in new and changing environments.
- Ability to provide oral and written reports.
- Effective time management.
- Ability to complete complex assignments on tight deadlines.