

FISCAL SUPPORT ANALYST

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Fiscal Support Analyst**. The **Fiscal Support Analyst** is responsible for performing a variety of fiscal tasks and researching financial data and preparing reports. Typical functions include, but are not limited to: maintains the general ledger accounts of grants and projects funds; per forms monthly reconciliations of revenue and expenditure accounts; prepares statutory financial reports, indirect cost and fringe benefits reports performs quarterly reconciliations; provides assistance to conducts and/ or participates in grant accountings workshops; develops and maintains databases, spreadsheets and other fiscal reporting mechanisms. **MINIMUM QUALIFICATIONS:** The formal education equivalent of a bachelor's degree in general business, finance or a related field with three to five years of progressive experience in general ledger accounting; Knowledge of accounting principles and database management; software applications; applicable laws, regulations and policies of assigned section. Knowledge of customer service techniques; ability to comprehend and assimilate technical and business related documents; ability to apply policies and procedures and conduct research, perform quantitative quality assurance reviews and prepares reports. Must be proficient in Microsoft Excel, data bases, and other PC applications. Excellent analytical, problem solving, written and verbal skills required.

SALARY: Grade C115– State Pay Plan

Qualified individuals must submit an application and resume with the name, address and telephone numbers of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 N. University Dr., Mail Slot #4942
Pine Bluff, Arkansas 71601

DEADLINE FOR APPLICATIONS: September 10, 2010

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”