

FISCAL SUPPORT SPECIALIST

The University of Arkansas at Pine Bluff is accepting applications to fill the position of Fiscal Support Specialist. The Fiscal Support Specialist receives reviews and audits documents to ensure completion; verifies codes, calculations, authorizations and additional required information. Performs data entry of various information, including invoices and payments; internal automated tracking and reporting system general ledger, or other appropriate system after reviewing the documents for accuracy. Receives payments, verifies for accuracy, posts money and receipts, and processes funds following prescribed methods; deposits into appropriate accounts. Maintains manual and computerized files; files documents alphabetically, numerically or by other prescribed methods with designated timeframes. Prepares forms correspondence, reports and other documents utilizing appropriate software. May communicate with vendors and other customers to provide information regarding the status of accounts or other related transactions; may monitor systems to determine the distribution of invoices, contracts, or grants and may reconcile receipts of bank deposits and bank statements. May create electronic batches of documents and remittances, correct and balance batches, compute tax liabilities, and make corrections. May assist with accounts receivables and accounts payables. **MINIMUM QUALIFICATION:** The formal education equivalent of a high school diploma; plus two years of bookkeeping, basic accounting, billing, or related experience. Must have knowledge of database accounting and management principles; knowledge of applicable laws and regulations of assigned section; knowledge of computers and software applications programs; and customer service techniques. Must have ability to record fiscal data and manipulate data to generate complex reports and documents; ability to conduct research and perform basic quantitative quality assurance reviews.

SALARY: Grade C112– 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.”