



Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key
Secretary

Maria Markham, Ph.D.
Director

October 5, 2021

The Honorable David Wallace, Chair
The Honorable David Hillman, Chair
Arkansas Legislative Council – Personnel Subcommittee
State Capitol Building
Little Rock, AR 72201

Dear Senator Wallace and Representative Hillman:

National Park College (NPC) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Accountant II
Grade – FY22: C117
Salary – FY22: \$32,894
Institution Match Rate % – FY22: 32%
Institution Match \$ - FY22: \$10,526
Total Compensation FY22: \$43,420
Number of Positions: 1

Recommendation

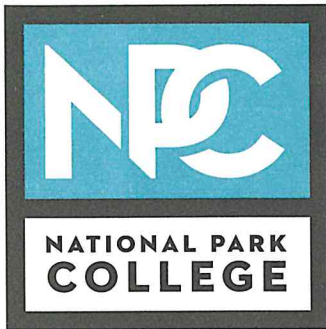
Title: A082C/Accountant II
Grade – FY22: C117
Salary – FY22: \$32,894 - \$61,593
Institution Match Rate % – FY22: 32%
Institution Match \$ - FY22: \$10,526 - \$19,710
Total Compensation FY22: \$43,420 - \$81,303
Number of Positions: 1

This position is requested due to a need to provide support to NPC's Business Office in their Accounts Payable Department. This title is used at other institutions.

The Accountant II will prepare and monitor agency/institution budget, monitor and forecast revenues and expenditures. He/She will be responsible for reviewing, analyzing and presenting financial data. In addition, the Accountant II will prepare financial statements, reports of operations, expenditure reports, statistical data and other information concerning financial requirements.

Sincerely,

Maria Markham, Ph. D.
Director



October 4, 2021

Dr. Maria Markham
Director, Division of Higher Education
423 Main Street
Little Rock, AR 72201

RE: Request for Classified Position from Central Pool

Dr. Markham,

In accordance with Act 763 of 2019, National Park College respectfully requests an Accountant II classified position from the Higher Education Central Pool effective October 16, 2021 for FY 22. This position will report to the Chief Financial Officer.

Justification:

This position is responsible for maintaining financial and accounting services related to the receivables areas of the college including student accounts receivable, third party billing receivables for financial assistance awards and other contractual billing agreements.

We respectfully request approval of the position. If you have any questions, please contact Julie LaRue at (501) 760-4345.

Sincerely,

A handwritten signature in black ink, appearing to read 'John D. Hogan'.

John Hogan, Ph.D.
President



Division of Higher Education Classified Central Pool Justification Form

INSTITUTION: National Park College

DATE: 10/4/2021

CLASSIFICATION REQUESTED

CLASS CODE/TITLE

Accountant II

GRADE

C117

MINIMUM SALARY

32,894

NUMBER OF POSITIONS

1

INSTITUTION MATCH RATE %

32%

INSTITUTION MATCH \$

10,526.00

TOTAL COMPENSATION

43,420

I HEREBY CERTIFY THAT:

- A. The position requested is a full time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

INST PER REPRESENTATIVE

DATE

INST PRESIDENT/CHANCELLOR

DATE

DIVISION OF HIGHER EDUCATION - RECOMMENDATION

CLASS CODE/TITLE

A082C/Accountant II

GRADE

C117

MINIMUM SALARY

\$32,894

NUMBER OF POSITIONS

1

INSTITUTION MATCH RATE %

32%

INSTITUTION MATCH \$

\$10,526

TOTAL COMPENSATION

\$43,420

LEGISLATIVE COUNCIL/JBC REVIEW:

FAVORABLE UNFAVORABLE

DATE:



Division of Higher Education Classified Central Pool Justification Form

POSITION DESCRIPTION

(1) % of TIME AND WORK PERFORMED

NOTE: Indicate % of time for each example of work, single space within each example of work and double space between examples.

Analyzes fiscal transactions to ensure conformity and compliance with accepted accounting procedures and practices. (5%)

Analyzes expenditures to determine impact on capital and operating budget. (5%)

Assigns, trains, supervises, and evaluates sub-professional accounting, clerical, and other staff as assigned in accomplishment of varied accounting related duties. (5%)

Participates in the development of new accounting techniques in the design and implementation of accounting subsystems, compilation of manuals for accounting and computer applications, and preparing managerial reports. (5%)

Prepares and monitors agency/institution budget; monitors and forecasts revenues and expenditures; and reviews, analyzes, and presents financial data, including revenue projections and expenditure reports to determine funding requirements. (30%)

Prepares financial statements, reports of operations, expenditure reports, statistical data, and other information concerning financial requirements; assists in gathering and reviewing data for preparation of budget work programs. (30%)

Maintains various ledgers, journals, registers, and other fiscal records; allocates revenues to appropriate functions; classifies expenditures and posts to various accounts as required. (10%)

Reviews and processes expense vouchers, invoices, and other fiscal documents for payment; reconciles various financial reports and other data concerning fiscal operations. (10%)

(2) Name and title of your immediate supervisor:

Bruce Hankins, CFO



Division of Higher Education Classified Central Pool Justification Form

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":
NONE

(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.

100%	Computer with Microsoft Office Suite
%	
%	
%	

(5) **Basic Qualifications**

Education, general:	Bachelor's degree in business accounting or a related discipline from a regionally accredited institution.
Education, special or professional:	Proficient with MS Office Suite software including Excel, and experience working with an ERP accounting system such as People-Soft. Knowledgeable of Department of Education Title IV regulations.
Experience, length in years and kind:	Two years' accounting work experience; work experience in higher education is preferred but not required.
Licenses, certificates, or registration	Bachelor's degree in business accounting or a related discipline from a regionally accredited institution.
Special knowledge, abilities and skills:	Knowledge of accounting principles and practices, analyses and reporting of financial data involving cash management accounting.
Physical Requirements	Prolonged periods of sitting at a desk and working on a computer Must be able to lift up to 15 pounds at times



Division of Higher Education Classified Central Pool Justification Form

NARRATIVE JUSTIFICATION

This position is responsible for maintaining financial and accounting services related to the receivables areas of the college including student accounts receivable, third party billing receivables for financial assistance awards and other contractual billing agreements. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws and college policy.

This position is needed to provide support to our Business Office in the Accountants Payable department.