

Title: <b>Accountant II</b>	Effective Date: October 18, 2010	Grade: XII	Job Category: Professional
Prior Title: Accountant II	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is accountable for performing internal accounting control functions to ensure that sound fiscal management and control of Departmental operations is maintained.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Establish and maintain complete accounting record.
- Develop methods for recording new or unique accounts.
- Balance accounts against internal accounting controls.
- Maintain various accounts to ensure the accuracy of the trial balance.
- Reconcile computer monthly and yearly reports to daily manual entries.
- Compile specific data from ledgers or other reports.
- Verify compiled data figures and totals to internal accounting controls.
- Analyze and interpret results against previous journals, financial statements, ledgers, etc.
- Transfer figures and details to report forms.
- Make recommendations concerning report results.
- Prepare journal entries as necessary.
- Maintain a complete working knowledge of all Department accounting functions.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Two years experience desired. Knowledge of accounting principles, procedures and methods and of financial and administrative practices. Ability to establish and apply accounting principles and methods to transactions and ledgers, and to compile, analyze and interpret information and organize in report form. Ability to supervise.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*