

Title: Section Head - Federal Aid Billing	Effective Date: July 2, 2008	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Federal Aid Billing	Prior Effective Date: August 24, 2007	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for federal aid billing operations to secure funds for federal aid highway system projects and Corps of Engineers projects.

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.

- Coordinate, control, and review federal aid current billing.
- Maintain contact with Federal Highway Administration (FHWA) officials concerning monies available for engineering planning and construction activities.
- Direct, monitor, and review the maintenance of federal aid accounting records.
- Schedule and oversee all audits of utility and railroad relocation claims.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Extensive knowledge of accounting, understanding of federal aid billing, and knowledge of Departmental policies and procedures. Five years experience with the Department's accounting system or State Governmental accounting system.