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| Title:<br><b>Account Analyst</b> | Effective Date:<br>May 11, 2012          | Grade:<br>VIII | Job Category:<br>Office-Clerical |
| Prior Title:<br>Account Analyst  | Prior Effective Date:<br>August 24, 2007 | Grade:<br>VIII | Page:<br>1 of 1                  |

**CHARACTERISTICS OF WORK**

Under general supervision, this position is responsible for verifying and checking computations and other information on invoices, purchase orders, expense account forms and other charge documents to ensure compliance with Department of Finance and Administration (DF&A) regulations for disbursement of funds.

**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.

- Separate, file, check and verify confirmation and general purchase orders.
- Receive, verify and check pieces and quantities on vendor invoices as matched with general or confirmation purchase orders.
- Answer vendor and District inquiries.
- Ensure that all payments placed in line for vouching are in compliance with Department purchasing and DF&A regulations governing disbursements of funds.

**MINIMUM REQUIREMENTS**

The educational equivalent to a diploma from an accredited high school. Background in general bookkeeping or mathematics. Ability to use 10-key adding machine.

*("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.)*

