

Title: <b>Accountant I</b>	Effective Date: October 18, 2010	Grade: X	Job Category: Professional
Prior Title: Accountant I	Prior Effective Date: August 24, 2007	Grade: X	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.

- Maintain special accounts ledgers.
- Set up new procedures and accounts as necessary.
- Compile specific data from ledger or other reports.
- Verify compiled data figures and totals to internal accounting controls.
- Analyze results against previous journals, financial statements, and ledgers.
- Transfer figures and details to report form.
- Prepare monthly and yearly status reports.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting, business administration or related field. Knowledge of accounting and bookkeeping procedures and methods. Knowledge of financial and administrative practices. Ability to apply accounting methods to various transactions and to compile and analyze information and transfer to report form. Working knowledge of Microsoft Word and Excel.

*("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.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**