

Title: Chief Fiscal Officer	Effective Date: May 20, 2011	Grade: N/A	Job Category: Official/Admin.
Prior Title: Chief Fiscal Officer	Prior Effective Date: October 18, 2010	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Assistant to the Director, this position is accountable for the effective operations of the Fiscal Services Division and the fiscal practices and procedures of the Department.

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.

- Provide suggestions of sound investment opportunities to the Board of Trustees for approval, in order to obtain the best return on the dollars invested.
- Establish all financial procedures for the Department for distribution to the ten (10) Districts to assist in record keeping and accounting practices.
- Communicate and work with investment brokerage firms to determine the best firm to manage the retirement fund investments.
- Prepare written procedures regarding accounting matters on request or as a recommendation from the Internal Audit Section, the Legislative Auditor and the Federal Highway Administration.
- Assure preparation of the biennial budget and retirement legislation for the Director to use to obtain appropriations and enact legislation.
- Prepare a weekly cash report and other financial reports for the Director as an information service.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting and Public Accountant certification. Accounting and supervisory experience. Ability to interpret and apply Departmental policies and procedures.

("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.)