

Title: District Bookkeeper	Effective Date: May 11, 2012	Grade: IX	Job Category: Admin. Support
Prior Title: District Bookkeeper	Prior Effective Date: May 20, 2011	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the District Office Manager, this position is responsible for performing expenditure accounting and record keeping functions to provide support for District operations.

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.

- Post and record transactions relating to the various Department journals.
- Post and record transactions relating to special project jobs.
- Ensure that all Department computer runs are reconciled to the various journals.
- Ensure the accounts payable journal is maintained and reconciled.
- Ensure that all reports and correspondence required are submitted in a timely manner.
- Provide accounting and expenditure data to District management for management forecasting purposes.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Basic math skills. Ability to accurately record figures, operate desk calculator and computer keyboard. Ability to interpret and apply Departmental accounting and purchasing policies and procedures, specifically Sections 30 and 70 of the AHTD Accounting Manual entitled, "Purchasing and Payment Procedures" and "District Bookkeeping Procedures."* Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, and Outlook. Familiarity with Microsoft Access and the District Bookkeeping Systems (DBS) desired. Two years experience or equivalent education in bookkeeping and/or accounting desired.

*** Copies are available upon request in the Personnel Office. Contact may be made at 501-569-2454.**

("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.)

