

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

CHARACTERISTICS OF WORK

Under the supervision of the Division Office Manager, this position is responsible for performing expenditure accounting, record keeping and activity reporting functions to provide administrative support for the Division 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.
- 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 Division management for management forecasting purposes.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE EQUIPMENT AND PROCUREMENT DIVISION

- Assist Division Office Manager in keying forms for vehicle movement and assignment, and accepting furniture for Marketing and Redistribution/furniture storage.
- Issue and oversee distribution of Department gas credit cards.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to perform mathematical operations and accurately record figures. Ability to interpret and apply Department policies and procedures. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, and Outlook. Advanced training or experience in bookkeeping. Experience in data auditing and records maintenance desired.

("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.

