

Title: <b>Fiscal Services Coordinator</b>	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Fiscal Services Coordinator	Prior Effective Date: July 2, 2008	Grade: XVIII	Page: 1 of 1

### CHARACTERISTICS OF WORK

This position is responsible for the coordination of financial activities between Fiscal Services and other Divisions of the Department, assuring all financial procedures of the Department interface with the accounting procedures system.

### 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.

- Coordinate the implementation with other Divisions when new procedures in the accounting system are established, whether by law, regulation, audit, or otherwise; work with the Computer Division in interpretation, design, and implementation of the new or revised programs.
- Conduct prequalification on all bid contractors to review individual financial statements.
- Review and update the accounting manual and other duties as assigned by the Chief Fiscal Officer.
- Prepare payroll information for use by the Computer Services Division.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Extensive knowledge of accounting. Five years experience with the Department's accounting system or State Governmental accounting system.

*("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.**