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| Title:<br><b>Section Head - Federal Aid Billing</b> | Effective Date:<br>May 20, 2011           | Grade:<br>XVIII | Job Category:<br>Professional |
| Prior Title:<br>Section Head - Federal Aid Billing  | Prior Effective Date:<br>October 18, 2010 | Grade:<br>XVIII | Page:<br>1 of 1               |

*CHARACTERISTICS OF WORK*

This position is responsible for federal aid billing operations to secure funds for federal aid highway system projects and Corps of Engineers projects.

*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, control, and review federal aid current billing.
- Maintain contact with Federal Highway Administration (FHWA) officials concerning monies available for engineering planning and construction activities.
- Direct, monitor, and review the maintenance of federal aid accounting records.
- Schedule and oversee all audits of utility and railroad relocation claims.

*MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Extensive knowledge of accounting and understanding of federal aid billing, and ability to interpret and apply Departmental policies and procedures. 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.)*