

Title:	Effective Date:	Grade:	Job Category:
Section Head - Receipts and Expenditures	October 18, 2010	XVIII	Professional
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CHARACTERISTICS OF WORK

This position is responsible for the documentation of all receipts and expenditures 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.

- Process all bills coming into the Department and write vouchers for these bills.
- Prepare a weekly available cash statement.
- Record and classify monies received by the Department and record accounts receivable.
- Reconcile Department receipts and disbursements to statewide accounting system.

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, and experience with the State of Arkansas AASIS financial 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.)