

Title: Section Head - Reports and Costs	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Reports and Costs	Prior Effective Date: June 8, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the reports, budgets, and insurance functions 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.

- Supervise the performance of internal accounting functions.
- Administers AHP drug holding account and state and federal drug budgets.
- Coordinate the annual fiscal expenditures and budget information with the legislative auditors.
- Administers the Department's Section 125 Plan.
- Supervise the capitalization and depreciation of capital outlay items and inventory control for inventory stock items.
- Authorizes payment of premiums for the various group insurance plans.
- Supervises budget reconciliations of all districts and divisions.
- Maintains the Department's Accounting Manual and issues updates as required.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Extensive highway accounting and administrative experience. Five years experience in accounting.

("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.)