

Title: Section Office Coordinator	Effective Date: May 11, 2012	Grade: X	Job Category: Paraprofessional
Prior Title: Section Office Manager	Prior Effective Date: May 20, 2011	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the direction, coordination, and control of administrative support activities to ensure the most effective and efficient operations of a Section.

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.

- Organize office operations and procedures pertaining to accounting functions.
- Coordinate accounting functions with other Divisions.
- Maintain and direct records of federal grants and personnel budget expenditures.
- Inventory and purchase office equipment and furniture.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to interpret and apply Department policies and procedures. Experience in bookkeeping/accounting. Experience with the Department's Accounting Manual and knowledge of Microsoft Word and Excel required. Working knowledge of Federal reimbursement claims and payment procedures preferred.

("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.

