

Title: <b>Senior Accountant</b>	Effective Date: October 18, 2010	Grade: XIV	Job Category: Professional
Prior Title: Senior Accountant	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is accountable for performing complex internal accounting control functions to ensure that sound fiscal management and control of Departmental operations is maintained.

**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.

- Establish and maintain complete accounting records.
- Develop methods for recording new or unique accounts.
- Balance accounts against internal accounting controls.
- Close books annually.
- Make periodic journal entries to ensure that trial balance is updated.
- Determine the accuracy of financial reporting and develop new methods to correct procedures.
- Compile specific data from ledgers or other reports.
- Analyze and interpret results against previous journals, financial statements, ledgers, etc.
- Make recommendations concerning report results.
- Maintain working knowledge of current stock and capital outlay inventory procedures.
- May supervise two or more bookkeepers and/or clerical employees, instruct the methods of performing work, assign duties and verify completed work.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Four years accounting experience desired. Knowledge of accounting principles, procedures, and methods of financial and administrative practices. Ability to establish and apply accounting principles and methods to transactions and ledgers, and to compile, analyze and interpret information and organize in report form. Knowledge of all phases of the Department accounting system. Supervisory ability.

*("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.)*