

Title: <b>Accountant</b>	Effective Date: June 25, 2016	Grade: XIV	Job Category: Professional
Prior Title: Accountant, Accountant II, Sr. Accountant, Budget and Expenditure Controller	Prior Effective Date: June 27, 2013	Grade: XII, XIV	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is accountable for performing 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 record.
- Develop methods for recording new or unique accounts.
- Balance accounts against internal accounting controls.
- Maintain various accounts to ensure the accuracy of the trial balance.
- Close books annually.
- Reconcile computer monthly and yearly reports to daily manual entries.
- Compile specific data from ledgers or other reports.
- Verify compiled data figures and totals to internal accounting controls.
- Analyze and interpret results against previous journals, financial statements, ledgers, etc.
- Transfer figures and details to report forms.
- Make recommendations concerning report results.
- Prepare journal entries as necessary.
- Prepare reports for the Federal Highway Administration, Bureau of Census, and other entities.
- Ensure the accuracy of Division and District monthly budgets and correlation of their reports to budget and expenditure reports.
- Maintain a complete working knowledge of all Department accounting functions.
- May provide oversight to other staff members such as providing instructions or guidance on methods of performing work, assigning duties, and verifying and reviewing completed work.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in accounting. Knowledge of accounting principles, procedures and methods and 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. Ability to lead, guide and direct work assignments of others.

*("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.**

