

Title: Consultant Specialist	Effective Date: October 29, 2020	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under general supervision, this position aids in invoice review and processing, development of consultant contracts, and is responsible for coordination and oversight of Consultant Contracts fiscal activities.

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 Department of Transportation is an "at will" employer.

- Review, verify, and check quantities on consultant invoices as matched with consultant contracts.
- Compile consultant data and prepare reports to management.
- Aid in reporting to management on consultant progress and problems.
- Ensure invoices comply with applicable Department accounting policies and procedures.
- Ensure that consultants who have current contracts with the Department submit annual FAR compliant audits.
- Transmit information to Internal Audit regarding consultant and subconsultant indirect cost rates.
- Provide detailed information to internal and external stakeholders regarding invoices and reimbursement claims.
- Ensure timely processing of invoices and reimbursement claims.
- Maintain records, prepare reports, and prepare correspondence related to consultant invoices, reimbursement requests, and other internal requests.
- Transmit executed agreements to consultants or local agencies as well as Department Divisions.
- Assist in maintaining Consultant Contracts administrative records.
- Assist with consultant contract development and negotiation.
- Schedule kickoff and progress meetings with consultants and Divisions as requested.
- Maintain Consultant Contracts records including Value Engineering and correspondence.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in business, finance, or accounting.

Knowledge, skills and abilities:

Thorough knowledge in all aspects of Project Development and the ability to interpret and apply Department policies and procedures. Excellent written and verbal communication skills. Ability to maintain strong cooperative working relationships with internal and external stakeholders. Ability to multi-task and balance multiple priorities in a fast-paced environment. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system.

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Working conditions:

Office environment.

("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.