

Title: Lead Right of Way Billing Coordinator	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing accounting control functions to ensure fiscal management and control 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.

- Maintain Division databases and prepare monthly journal entries.
- Collect and analyze data from various sources and prepare reports.
- Audit real estate acquisition files and contracts to assure compliance with Department and Federal Highway Administration regulations.
- Audit utility reimbursements and change orders to assure compliance with Department and federal regulations.
- Assure that all payment records are adequately documented for audit purposes, as well as assist auditors with regard to right of way activities.
- Coordinate with county tax offices for payment of real estate taxes; oversee all tax reporting, including W-9 tax forms, annual 1099S report and issuance of 1099 forms on all real estate acquisitions.
- Formulate and evaluate procedures and controls necessary to assure management of an adequate basis for approval and certificate of state claims for federal reimbursement.
- Assist the Section Head with special projects and reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or related field, plus four years of related experience OR the educational equivalent to a diploma from an accredited high school plus eight years' equivalent experience in accounting, real estate or related field. Proficient in the use of Microsoft Word, Excel, Access, and Outlook. Familiar with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting procedures. Ability to review and analyze financial records. Ability to interpret contracts and legal documents. Working knowledge of real estate principles 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.

