

Title: Utility Billing Coordinator	Effective Date: June 24, 2017	Grade: X	Job Category: Admin Support
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CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for expenditure accounting, record keeping and activity reporting functions to provide support for the Section's operation in processing utility reimbursements.

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.

- Review and initiate approval process of utility reimbursement invoices.
- Prepare utility requisitions in accordance with Department policies and procedures and Federal Highway Administration regulations.
- Coordinate with Department personnel and utility companies in preparing utility requisitions.
- Review Site Manager software for change order information as it relates to utility invoices.
- Maintain records of invoices and reimbursements.
- Coordinate with Right of Way Administrative and Utilities Sections, Resident Engineers, and Fiscal Services Division to facilitate reimbursement payments.
- Assist the Section Head with special projects.

MINIMUM REQUIREMENTS

The educational equivalent to an associate's degree from an accredited college or university in a related field plus three years of experience in reimbursement processing OR a the educational equivalent to a diploma from an accredited high school and five years of experience in reimbursement processing. Knowledge of accounting, and bookkeeping procedures and methods. Ability to apply accounting methods, analyze information and prepare reports and requisitions. Proficient knowledge of Microsoft Word, Excel and Outlook, and a working knowledge of Microsoft Access. Effective oral and written communication skills and the ability to multi-task. Experience working with utilities 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.

