AHTD Classification Specifications

<table>
<thead>
<tr>
<th>Title: Chief Fiscal Officer</th>
<th>Effective Date:</th>
<th>Grade: N/A</th>
<th>Job Category: Official/Admin.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Title: Chief Fiscal Officer</td>
<td>Prior Effective Date:</td>
<td>Grade: N/A</td>
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**Characteristics of Work**

Under the supervision of the Assistant Chief - Administration, this position is accountable for the effective operations of the Fiscal Services Division and the fiscal practices and procedures of the Department.

**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 all financial procedures for the Department for distribution to the ten (10) Districts to assist in record keeping and accounting practices.

- Prepare written procedures regarding accounting matters on request or as a recommendation from the Internal Audit Section, the Legislative Auditor and the Federal Highway Administration.

- Assure preparation of the biennial budget and retirement legislation for the Director to use to obtain appropriations and enact legislation.

- Prepare a weekly cash report and other financial reports for the Director as an information service.

**Minimum Requirements**

The educational equivalent to a bachelor’s degree from an accredited college or university in accounting and Public Accountant certification. Accounting and supervisory experience. Ability to interpret and apply Departmental policies and procedures.

("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.)

Arkansas State Highway and Transportation Department

EEO-approved: [Signature]

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