

Title: ASHERS Executive Secretary	Effective Date: June 17, 2023	Grade: N/A	Job Category: Professional
Prior Title: ASHERS Executive Secretary	Prior Effective Date: June 26, 2014	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for providing oversight of the Arkansas State Highway Employees Retirement System (ASHERS).

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.

- Supervise Retirement Section personnel.
- Keep all minutes and other records as directed by the Retirement Board.
- Set up and maintain separate accounts for each member of the system to record the payroll deductions and then transmit the deductions to the bank designated by the trustees as the depository for the system or to the State Treasury, as appropriate.
- Prepare and sign, as directed by the board, all vouchers for all valid claims.
- Prepare and reconcile all financial statements for the system.
- Perform such other administrative duties as may be directed by the Retirement Board for carrying out the provisions of Arkansas Code Annotated §24-5.
- Provide suggestions of sound investment opportunities to the Retirement Board for approval in order to obtain the best return on the dollars invested.
- Communicate and work with investment brokerage firms to determine and recommend to the Retirement Board the best firms to manage the retirement fund investments.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in accounting or finance. Supervisory experience.

Knowledge, skills and abilities: Ability to interpret and apply federal and state policies and procedures related to governmental retirement systems.

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.)