

Title:	Effective Date:	Grade:	Job Category:
Accounting Assistant	June 17, 2023	VIII	Admin Support
Prior Title:	Prior Effective Date:	Grade:	Page:
Fiscal/Retirement Assistant	June 24, 2017	VII	1 of 1

CHARACTERISTICS OF WORK

Under direct supervision, this position is responsible for collecting, recording, and validating data to ensure compliance with Department policies and Department of Finance and Administration (DF&A) regulations.

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 documentation.
- Record receipts, encumbrances and disbursements.
- Maintain files and documentation for support and retrieval.
- Prepare correspondence.
- Answer inquiries from other Divisions, Districts and the public in area of responsibility.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Demonstrated typing ability. Ability to communicate orally and in writing. Working knowledge of Microsoft Word, Excel, and Outlook. Attention to detail. Ability to organize, prioritize and multi-task.

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.