

Title: <b>Accounting Specialist</b>	Effective Date: June 17, 2023	Grade: X	Job Category: Admin Support
Prior Title: Fiscal/Retirement Specialist	Prior Effective Date: June 24, 2017	Grade: IX	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

Under general 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.

- Advise and answer inquiries from other Divisions, Districts and the public.
- Prepare various reports and documentation.
- Receive and verify documentation for receipts and expenditures.
- Record receipts and expenditures.
- Prepare any necessary correspondence.
- Compile and maintain necessary records.
- Understand and interpret Department policies and procedures in area of responsibility.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in accounting or related field.

Knowledge, skills and abilities: Mathematical ability and ability to accurately record figures. Demonstrated typing ability and ability to operate a ten-key adding machine. Working knowledge of Microsoft Word, Excel, and Outlook. Well-developed sense of urgency and follow-through. 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.**