

Title: <b>Chief Fiscal Officer</b>	Effective Date: February 23, 2023	Grade: N/A	Job Category: Official/Admin.
Prior Title: Chief Fiscal Officer	Prior Effective Date: June 26, 2014	Grade: N/A	Page: 1 of 1

***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 Department of Transportation is an "at will" employer.

- Supervise a large staff of professional, technical, and clerical personnel through subordinate supervisors.
- Direct all activities of the Fiscal Services Division.
- 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***

Education and experience: Possession of a current Certified Public Accountant (CPA) license Accounting and supervisory experience.

Knowledge, skills and abilities: Ability to interpret and apply Departmental policies and procedures.

Working conditions: Office environment.

Licenses, registrations and certifications: Valid driver’s license.

*("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.)*