

Title: Assistant Fiscal Coordinator	Effective Date: June 14, 2025	Grade: 14	Job Category: Professional
Prior Title: Transitioned from Asst Local Pgms Fiscal Coord func. title	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision this position is responsible for assisting in the coordination and oversight of the Local Programs Division’s fiscal activities.

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.

- Participate in independent reviews of all claims, payments, and reimbursements to projects and programs managed by the Local Programs Division.
- Provide staff with assistance and support regarding interpretation and administration of applicable federal and state laws, rules, and regulations for sub-recipient monitoring and reimbursements.
- Assist in ensuring programs comply with applicable fiscal-related state and federal laws, rules, and regulations.
- Assist in ensuring programs comply with applicable Department accounting policies and procedures.
- Support efforts to prepare annual budget and monitor expenditures in coordination with other Divisions.
- Communicate with internal and external stakeholders regarding program and project claims and reimbursements.
- Monitor fiscal status of Division projects and programs.
- Assist in the timely processing of claims and reimbursements.
- Perform data analysis and prepare forecasts based on data as necessary.
- Maintain records, prepare reports, and prepare correspondence related to Division project and program claims, reimbursements, and expenditures.
- Assist Division management with special projects and assignments as needed.

MINIMUM REQUIREMENTS

Education and experience: Educational equivalent to a bachelor’s degree from an accredited college or university in Accounting OR the educational equivalent to a diploma from an accredited high school plus four years of related experience.

Knowledge, skills and abilities: Excellent organizational skills. Exceptional written and verbal communication skills. Well-developed sense of urgency and follow-through. Ability to interpret and apply Department policies and procedures. Ability to interpret state and federal laws, rules, regulations, policies and procedures pertaining to transportation programs. Working knowledge of Microsoft Office applications and ability to adapt to new technology. Ability to maintain strong cooperative working relationships with internal and external stakeholders. Ability to multi-task and balance multiple priorities in a fast-paced environment.

Working conditions: Office environment. Occasional statewide travel.

("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.