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|-------------------|-----------------------|--------|----------------|
| Title:            | Effective Date:       | Grade: | Job Category:  |
| <b>Bookkeeper</b> | August 27, 2026       | 10     | Admin. Support |
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***CHARACTERISTICS OF WORK***

Under direct supervision, this position is responsible for performing expenditure accounting, record keeping and activity reporting functions to provide administrative support for the Division or District operations.

***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.

***ESSENTIAL JOB FUNCTIONS:***

- Post and record transactions relating to the various Department journals.
- Ensure that all Department computer runs are reconciled to the various journals.
- Ensure the accounts payable journal is maintained and reconciled.
- Ensure that all reports and correspondence required are submitted in a timely manner.
- Provide accounting and expenditure data to Division or District management for forecasting purposes.
- Ensures all inventory, bookkeeping, administrative, and documentation processes adhere to ARDOT policies.
- Demonstrates consistent reliability by completing assigned tasks on schedule, maintaining accuracy in records and documentation, supporting division staff as needed, and upholding professional communication, confidentiality, and dependability in daily operations.

***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE EQUIPMENT AND PROCUREMENT DIVISION:***

- Assist Division Office Manager in keying forms for vehicle movement, assignment and accepting furniture for Marketing and Redistribution/furniture storage and removing inventory and large items from ARDOT trucks and trailers with a forklift.
- Issue and oversee distribution of Department gas credit cards.

***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO THE TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSMO) DIVISION:***

- Responsible for performing all inventory related tasks including maintaining accurate records of equipment, materials, tools, and supplies; processing inventory transactions such as receiving, issuing, transferring, and reconciling items; conducting periodic inventory checks and supporting audits; and preparing inventory related documentation and reports in accordance with ARDOT standards.
- Assists with advertising and posting TSMO positions by preparing position announcements, submitting information through approved posting channels, coordinating with HR and administrative personnel, and ensuring postings meet ARDOT formatting, policy.
- Handles day-to-day administrative functions including responding to inquiries, and assisting TSMO staff with paperwork processing, and maintaining digital data systems, shared files, and reporting tools used by the Division.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Advanced training or experience in bookkeeping. Experience in data auditing and records maintenance desired.

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Knowledge, skills and abilities: Ability to perform mathematical operations and accurately record figures. Ability to interpret and apply Departmental accounting and purchasing policies and procedures. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, and Outlook.

Working conditions: Office environment.

***ADDITIONAL REQUIREMENTS APPLICABLE TO THE DISTRICTS:***

Physical requirements: Ability to operate a forklift preferred.

***ADDITIONAL REQUIREMENTS APPLICABLE TO THE EQUIPMENT AND PROCUREMENT DIVISION:***

Physical requirements: Ability to operate a forklift.

Working conditions: Ability to perform assigned duties in all types of weather such as heat, cold and rain as well as other work conditions, e.g. noise, dust and fumes.

*("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.**

**This position does not require theoretical and practical application of highly specialized knowledge or a bachelor's degree or higher in a directly related specific specialty; thus, this position is not eligible for H-1B visa sponsorship.**