

Title: Office Manager	Effective Date: June 24, 2017	Grade: XIV	Job Category: Professional
Prior Title: Division Office Manager, District Office Manager, Legal Office Manager	Prior Effective Date: May 11, 2012	Grade: XII, XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the coordination and oversight of administrative support activities for a Division or District.

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 State Highway and Transportation Department is an "at will" employer.

- Provide oversight/supervision of administrative support staff.
- Review bookkeeping/accounting records to ensure correct distribution of costs.
- Perform physical verification of assets and/or inventories.
- Facilitate communications with District/Division employees regarding changes in policies and procedures and/or specification manuals.
- Provide support and guidance to supervisors and employees regarding interpretation of Department policies and procedures.
- Provide oversight and assistance with payroll closing procedures.
- Initiate and assist with proper disposal of major and minor tagged equipment and minor fixed assets, including transfer of items to Marketing and Redistribution.
- Oversee storeroom operations.
- Assist with providing records and information during internal audits and other internal or external reviews as necessary.
- Provide training in Department bookkeeping and accounting procedures as needed.
- Provide technical support for computer based software applications.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in field related to area of responsibility, OR the educational equivalent to a diploma from an accredited high school plus four years' experience in bookkeeping, accounting, or administrative support. Knowledge of accounting/bookkeeping procedures. Ability to interpret and apply Department policies and procedures. Effective leadership and organizational skills. Exceptional written and verbal communication skills. Knowledge of Microsoft Office applications and ability to adapt to new technology. Ability to maintain strong cooperative working relationships. 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.)

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.

