

Title: Research Financial Analyst	Effective Date: December 2, 2020	Grade: XIII	Job Category: Professional
Prior Title: SPR Program Manager	Prior Effective Date: June 24, 2017	Grade: XIII	Page:: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Staff Research Engineer, this position is responsible for coordinating and monitoring all financial information within the Research Section of the System Information and Research Division.

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.

- Perform independent reviews of all claims, payments, and reimbursements to projects managed by the Research Section.
- Coordinate and monitor research project budgets for the Section in accordance with applicable Federal, State, and Department regulations.
- Monitor Section and Division budgets and Work Program activities.
- Collect and analyze data relative to specific research projects.
- Conduct literature reviews and prepare reports on any research subject.
- Assign or schedule tasks to meet work priorities and goals.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Maintain and update Department databases.
- Review and submit consultant research contract claims.
- Serve as a Project Manager for research projects.
 - Coordinate and conduct in-house research projects as the Principal Investigator.
 - Coordinate and manage contract research projects.
- Present research findings to the Department or other end users.
- Provide advisory and consultative assistance to Division administrators.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in related field, OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience in finance, accounting or related field performing analysis functions.

Knowledge, skills and abilities:

Advanced knowledge of Microsoft Office applications and database queries and reports. Demonstrated technical writing, proofreading, and accounting skills. Ability to plan and organize comprehensive reports. Ability to communicate clearly and effectively with Division supervisors and employees at all levels. Self-motivated with strong organizational skills and the ability to multi-task. Knowledge of federal-aid highway funding, the Department’s Accounting Manual, and Department function codes preferred. Ability to interpret and apply Department policies and procedures, and federal and state regulations.

(“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.)