

Title: Right of Way Billing Coordinator	Effective Date: June 24, 2017	Grade: XII	Job Category: Professional
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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 support for the Section's operation in processing real estate acquisition payments.

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.

- Collect and analyze data from various sources and prepare reports.
- Process payments of real estate acquisition files and contracts in accordance with Department and Federal Highway Administration regulations.
- Assure that all payment records are adequately documented for audit purposes, as well as assist auditors with regard to right of way activities.
- Maintain permanent records of real estate acquisition files, payments, deeds, partial releases, easements and Division correspondence.
- Assist the Closing Agent with recording deeds, partial releases, and easements in county offices.
- Assist the Section Head and Lead Right of Way Billing Coordinator with special projects and reports.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in accounting or related field OR the educational equivalent to a diploma from an accredited high school and four years' equivalent experience in accounting, real estate or related field. Proficient in the use of Microsoft Word, Excel, Access, and Outlook. Familiar with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting procedures. Ability to review and analyze financial records. Ability to interpret contracts and legal documents. Working knowledge of real estate principles preferred.

("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.