

Title: <b>TP&amp;P Fiscal Coordinator</b>	Effective Date: February 14, 2017	Grade: XVI	Job Category: Professional
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**CHARACTERISTICS OF WORK**

Under general supervision this position is responsible for coordination and oversight of the Transportation Planning and Policy Divisions 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 State Highway and Transportation Department is an "at will" employer.

- Perform independent reviews of all claims, payments, and reimbursements to projects and programs managed by the Transportation Planning and Policy (TPP) 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.
- Ensure programs comply with applicable fiscal state and federal laws, rules, and regulations.
- Ensure programs comply with applicable Department accounting policies and procedures.
- Prepare annual budget and monitor expenditures in coordination with other Divisions.
- Review and evaluate sub-recipient indirect cost rates in coordination with Fiscal Services.
- Communicate with internal and external stakeholders regarding program and project claims and reimbursements.
- Research applicable rules and regulations and communicate changes to internal and external stakeholders.
- Monitor and report fiscal status of TPP Division projects and programs.
- Ensure 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**

Educational equivalent to a bachelor's degree from an accredited college or university in Accounting. Certified Public Accountant (CPA) preferred. 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.