

Name of Employee: _____



Arkansas Secretary of State Job Description

Authorized Job Title: Business Accountant II
Functional Title: Accountant
Department: Business Office

Position No.: 22160457
Reports To: Accounting Manager
FLSA Status: Exempt

Summary: Applies principles of accounting to analyze financial information, complete financial transactions, and prepare financial reports.

Essential Duties and Responsibilities** include the following:

- Processes payment of invoices and coordinates payables with the Purchasing Department.
- Responsible for creation of invoices for services provided by the agency and monitoring aging receivables activity.
- Calculates and makes payments of Gift Shop and 500 Grill monthly sales tax.
- Assists the Accounting Manager in fixed assets record maintenance.
- Responsible for returned checks process, which includes initiation requests for restitution, following up and recording resolution.
- Issues refunds to Business and Commercial Services customers and keeps customer records.
- Performs additional duties as requested by the department manager.
- Maintains various ledgers and automated systems, according to duties performed.
- Trains new employees or cross-trains with other employees on accounting functions.
- May perform receptionist duties as needed.
- Assists legislative auditors in obtaining information for annual audits.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

Education/Experience: Bachelor's degree in business administration, accounting or related field from a 4-year college or university; and 1-2 years related experience and/or training; or the equivalent combination of education and experience. State accounting experience helpful.

Skills: Ability to read, analyze, and interpret technical journals, financial reports, and some legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to produce reports that conform to prescribed style and format. Ability to effectively present information to the administration, vendors, and/or directors.

Certificates, Licenses, Registrations: Valid driver's license required.

Physical Demands: The employee may be required to sit, stand, kneel, and walk. The employee must occasionally lift and/or move 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

