



Position Description  
**ACCOUNTING TECHNICIAN**

**I. Summary:**

Accounts Payable, Daily Deposits, and Accounting Support

**II. Authority:**

Reports directly to the Finance Manager and under general supervision of Vice President Administration.

**III. Duties and Responsibilities:**

**Accounts Payable**

- Review documents for financial coding, accuracy, appropriate documentation, and compliance with procurement policies.
- Identifies discrepancies and determine what is required and obtain corrected data.
- Review payment history to avoid duplicate payments.
- Enter payments into accounting system and post expenditures in correct month.
- Answers vendor inquiries on assigned accounts.

**Daily Deposits**

- Collect payments received at the front desk daily.
- Reconcile deposits to transactions from accounts receivable system.
- Prepare deposit and verifies with payment batch reports.
- Transmit and/or delivers deposits to bank
- Post deposits in automated accounting system.

**Accounting Support**

- Assists in monthly closing as needed.
- Assist in preparation of annual audit.
- Assists other accounting staff as needed to help the Finance department meet its goals.
- Document procedures and maintain Desk Manual
- Other duties may be assigned by Manager and Vice President Administration

**IV. Required knowledge, Abilities and Skills:**

- Ability to work effectively with managers, supervisors, and employees.
- Ability to maintain accurate, complete, and confidential records.
- Must possess attention to detail and accuracy skills
- Must be dependable as workload is daily.
- Knowledge of Microsoft Office and proficiency with spreadsheets
- Ability to interpret and apply and explain laws, regulations and polices.
- Ability to identify discrepancies or inaccuracies in data and make corrections.

- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Stand;
  - Walk;
  - Use hands to finger, handle or feel; and
  - Push and pull
  - Reach with hands and arms.
  - Lift up to 40 pounds.

**V. Minimum Qualifications:**

High School Diploma or GED. Two years of accounting experience required. Higher education may be substituted for work experience.

**VI. Grade Level:**

Grade 8

Non-exempt

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Created (November 2017)