Job Title: Accounting Technician

Job Code: 40842

JOB SUMMARY

The Accounting Technician is responsible for performing various paraprofessional accounting duties in support of financial accounting processes.

MAJOR DUTIES

Reviews a wide range of source documents, such as purchase orders, vouchers, invoices, receipts, requisitions, travel documents and other forms for accuracy and completeness;
Assigns standard pre-established accounting codes and other identifying information;
Processes various accounts payable; contacts vendors to resolve questions;
Prints and distributes checks;
Enters routine financial transactions into accounting systems; verifies and corrects information; reconciles accounting records;
Organizes and maintains hard copy files of departmental records;
Receives, controls and records cash, check, and credit card payments; operates or assists with cash register functions as needed;
Establishes, maintains and processes third-party contracts and scholarships in the student accounts receivable system;
Establishes, maintains and processes electronic billing and payment processes within the third-party vendor systems;
Attends training and implements processes as directed;
Processes external source charges to the student accounts receivable system;
Enters payments data into student accounts records;
Provides information and assistance to callers and visitors;
Performs limited, routine general clerical duties.

COMPETENCIES

Knowledge of generally accepted accounting principles
Knowledge of student accounts management practices
Knowledge of relevant federal and state regulations
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
**MINIMUM QUALIFICATIONS**

High school diploma or equivalent *and* One (1) year of experience in bookkeeping or accounting clerical work

**PREFERRED QUALIFICATIONS**

The preferred qualifications may vary from location to location.