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# Example of Accounts Technician Job Description

Our company is looking to fill the role of accounts technician. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounts technician

* Answer telephone calls and e-mails from customers regarding accounts receivable policies, payments, credits, and adjustments
* Processes invoices and travel
* Prepares travel reports
* Audit and voucher invoices/travel claims
* Audit and voucher Purchase Orders (P.O.), Direct Pays, and Special Services
* Scanning documents into OnBase system
* Assist with Federal & State reporting
* Research and process vendor invoices for PO and/or Non-PO suppliers that cannot automatically flow through the system, which will include routing invoices for approval through our workflow system, updating and recording vendor notes, partnering with the business and vendors on problem invoices and working through any rejection issues
* Investigates, resolves and processes payment for difficult and complex problems with accounts payable function
* Reviews, researches and resolves past day statements and old invoices with a sense of urgency and tenacity

## Qualifications for accounts technician

* Must have an eye for the details
* Microsoft AX experience is a plus
* Accounting training is a plus
* Minimum 3-5 years of experience in corporate accounts payables role
* Bachelor degree in accounting or equivalent experience
* Tomah, WI 1 vacancy