



Example of Accounting Technician Job Description

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

Responsibilities for accounting technician

- Assist with moving expenses for new employees based on the moving policy
- Working in conjunction with game operations, responsible for paying all home game official fees
- Back-up to the Personnel Assistant for Corporation Payroll and Benefits
- Back-up to the Personnel Assistant for the reconciliation and preparation of bank/credit card deposits and release to the deposit pick-up
- Receipting and processing of deposits received by the Business Office
- Posting to the general ledger, general journals
- Assist in answering general business office phone calls
- A comprehensive and competitive total rewards package based on your experience and performance. All resume information received in confidence
- Receives request from Units for purchasing of goods and services
- For all contracts over \$5000, ensures an AP approval form has been signed off by Unit heads and the Dean

Qualifications for accounting technician

- Three years financial services experience in an FCA regulatory environment
- Financial services experience in an FCA regulatory environment
- Prior sales tax experience preferred
- Microsoft Excel knowledge preferred
- Client/contractor interactions and business/banking set up
- Year end preparation, T4s, T5s and ROEs