



Example of Accounting Technician Job Description

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Our company is searching for experienced candidates for the position of accounting technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for accounting technician

- Inputs new standing purchase orders (SPO) in the CU Marketplace
- Works with units to gather the proper documentation in order to pay vendors
- Position is responsible for preparing cash receipts for deposit at the Bursar's Office and CU Foundation in a timely manner
- Position is responsible for creating journal entries for cash transfers and/or to correct past transactions coded in error as requested by the Director and Accounting Manager
- Prepares new Peoplesoft FOPPS requests for gift, general and auxiliary funds
- Proactively runs suspense reports and makes correcting journal entries as needed before each month end close
- Position will send back-up documentation to the Bursar's office as requested per University Policy
- Acts as accounting specialist for assigned units within the Leeds School of Business
- Enters journal entries as needed for cash transfers and to correct errors
- May lead any special projects pertaining to assigned unit's finances and needs

Qualifications for accounting technician

- Trains and mentors student assistants
- Ability to follow departmental policies and guidelines

- Strong organizational skills and ability to manage multiple tasks at once
- Ability to manage multi-data sources to draw conclusions