



Example of Accounting Technician Job Description

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Our company is looking for an 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

- Prepare year-end files for the external accountant (supporting documents, inventory cutoff, reconciliation of accounts payable and receivable)
- Working with financial accounts of moderate variety and complexity
- Monitors and verifies project budgets
- Interpreting policies, rules and regulations related to research and sponsored funding compliance
- Responsible for employee time sheets
- Reviewing travel authorization compliance and reimbursements for all employees
- Coordinating vendor set up in financial management system
- Responsible for Purchase Card reconciling reviewing receipts, uploading any additional documentation ensuring compliance
- Placing orders for grant funded expenditures to include books, grant-related supplies, and supplies for schools (NELA grant)
- Maintains grant files to include set up and destroy list

Qualifications for accounting technician

- Relevant financial and accounting experience performing technical level duties in accounting, banking, or finance for corporations or non-profit organizations may be substituted for the education and credit requirements
- Must have skill with Microsoft 2010 or newer programs
- Processes requests from City operating departments to pay vendors for goods and services rendered to city-wide operating departments

pertaining to cost, items, and quantity

- Reviews invoice packets to determine if full or partial payments are being requested based on the extent of goods or services that were received
- Verifies the accuracy of remittance addresses, voucher numbers, funding strip codes, and contract data by comparing invoices with purchase order information in the City Financial Management and Purchasing System (FMPS)