



# Example of Accounting Technician Job Description

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Our company is growing rapidly and is looking to fill the role of accounting technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting technician

- Approves invoice payments by generating voucher documents once the availability of funds have been verified and that procured items are verified as covered by an existing, valid contract agreement
- Organizes and packages voucher documents, invoices, and support documents by date, vendor name, and remittance address for dissemination and imaging for record keeping purposes
- Provides a brief description of problems and places a Hold on invoices with discrepancies, and escalates those that don't meet established payment processing requirements to the Exception Invoice Processing unit for investigation and resolution
- Reviews program contracts, budgets and budget amendments, and revisions for conformance to federal, state, and local government accounting requirements
- Interprets contract provisions in order to identify allowable and non-allowable expenditures
- Resolves problems regarding budget limitations, allocations or modifications, and prepares necessary documentation
- Provides technical assistance on the preparation of documents for reimbursement to contractors, subcontractors, or other agencies
- Maintains control documents/spreadsheets
- Prepares routine financial reports and approves vouchers for payment
- Uses computerized accounting systems to record and reconcile accounting records

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- May supervise and review the work of subordinates engaged in the posting of ledger accounts, the preparation of trial balance and summary accounts, and the preliminary auditing of reimbursement requests
  - AS/AA degree in Accounting, Business or related field plus two years full-time accounting experience working with computerized accounting systems, or an equivalent combination of education and experience sufficient to successfully perform the essential functions and duties as listed above
  - Proficient in the use of spreadsheet, word processing and database applications
  - Ability to interpret and apply complete Federal and State fiscal regulations to analyze and correct accounting and financial problems and errors
  - Audits a variety of large volume and time sensitive transactions and invoices
  - Monitor policy changes and update SOPs as necessary