



# Example of Accounting Technician Job Description

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Our company is growing rapidly and is hiring for an accounting technician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounting technician

- Maintains control ledgers, prepares routine financial reports and approves vouchers for payment
- Reconcile vendor statements as required monthly, at audit required times
- Ensure accuracy and timeliness of invoice processing and payments
- Process invoices and check requests utilizing SAP electronic PO 3 way matching and/or workflow
- Monitor and resolve open AP transactions
- Heavy interaction with site personnel, vendors, Project Controllers, Business Managers and other internal customers
- Entry of vendor invoices for payment
- Ensure the proper matching of invoices and investigation of issues as needed
- Reconcile vendor balances to transaction history
- Maintains AP vendor files for record retention

## Qualifications for accounting technician

- Previous experience with financial software/accounting systems
- Previous work experience conducting contract review
- Knowledge of the following systems OR other grant management programs
- Assist in the execution of compilation, bookkeeping and tax engagements
- Communicate with government authorities regarding information requests, assessments and installments
- Set up client files, assist with the completion of internal budgets and other administrative planning and completion aspects of accounting work