



Example of Accounts Technician Job Description

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Our innovative and growing company is looking to fill the role of accounts technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for accounts technician

- Audit of on-line employee expenses
- Ensure appropriate approvals received prior to processing manual invoices
- Process work in a timely and accurate manner
- Work in a team environment to ensure that the goals of the Accounts Payable team are met as established
- Undertake special projects or assignments as delegated
- Prepare monthly invoices for variety of customers
- Process accounts receivable timely and accurately
- Review and manage accounts receivable aging reports
- Completes maintenance of staff employees in a timely manner
- Ensure all transactions (invoices, check requests and T&E claims) are handled and resolved according to service level agreement

Qualifications for accounts technician

- Data entry speed 12,000 kph minimum with 98% accuracy
- Excellent Communication Skills - Must have exceptional customer service skills
- Strong organizational skills with the ability to set priorities to assure deadlines are met
- At least three (3) years specialized Accounts Payable experience in a computerized environment required

- Incumbent must remain current with capabilities of various software applications other aspects of profession by attending training/education sessions