

**JOB TITLE**                    Administration/Accounting Technician

**DEPARTMENT**                Accounting

**REPORTS TO**                 Accounting Manager

**STATUS**                        Full-time, Non-exempt



Updated: March 2020

## JOB SUMMARY

This position performs technical duties in support of the District's accounts payable and receivable processes. Additional duties include administrative front desk and customer service.

## JOB DUTIES/RESPONSIBILITIES

- Receive and record invoices for payment. Reconcile vendor statements.
- Reconcile P-card receipts with statements and record for payment
- Maintain expense tracking spreadsheets.
- Maintain vendor W-9 files and prepare annual 1099 MISC forms
- Generate daily cash and credit card reports from point of sale system, reconcile with cash deposits, investigate discrepancies, and record receipts in General Ledger.
- Prepare bank deposits daily or as needed.
- Prepare customer invoices, record payment, follow up on outstanding balances.
- Maintain spreadsheet of daily credit card receipts.
- Maintain scanned documents database.
- Front desk responsibilities include: answer incoming calls, direct calls to appropriate staff and provide information to inquiries.
- Manager shelter rentals.
- Register and input program registrations.
- Assist with District record management to include: Records Retention, Agreements, Equipment and Property records.
- Perform other accounting, administrative, or customer service duties as assigned

## MINIMUM EDUCATION AND EXPERIENCE

- Associate's degree in business, accounting or a related field with 2-3 years accounting work experience.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial systems and software applications.
- Skill in accounts payable and receivable processes.
- Skill in computers, automated financial systems and software applications.
- Skill in report preparation and records maintenance.
- Ability to interpret policies and procedures.
- Strong interpersonal and communication skills.

- Ability to work independently and as a member of a team.
- Ability to be bonded.
- Must have valid driver's license.
- All candidates are subject to a background check and must pass a drug and alcohol test.

#### SUPERVISORY

This position does not supervise others.

#### WORK AND PHYSICAL DEMANDS

Most work is performed in an office setting.

#### WORK HOURS

Most work hours are performed between 8:00 am – 5:00 pm Monday – Friday.  
Some instances may require work to be performed evenings or weekends.

#### OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.  
Duties, responsibilities and activities may change at any time with or without notice.