



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title: Accounting Technician

Status: Non – Exempt

Terms: Permanent Full Time

Department / Location: Lumberton, NC

Reports To: Assistant Finance Director

Job Summary: The Accounting Technician is responsible for providing financial, administrative, and clerical services in support of the CSBG department. This includes processing, monitoring, payments, and expenditures regarding the CSBG department along with any other duties as assigned. Providing these services in an effective and efficient manner will ensure that CSBG finances are accurate and up to date, and that vendors and suppliers are paid within established time limits.

Essential Duties and Responsibilities:

- Prepare vouchers for invoices approved for payment.
- Prepare copies of invoices and receipts as needed.
- Preparing bank deposits; bank statement reconciliation.
- Verify element, project, vendor and general ledger codes.
- Prepare Excel spreadsheets as needed.
- Update and maintain vendor database and respond to all vendor inquiries.
- Assist in keying in batched vouchers into accounting system and generates checks.
- Assist in month-end closing.
- Manage accounting duties for the CSBG department.
- Assist in CSBG Fixed Assets and inventory.
- Research for inquiries and discrepancies.

- Reconcile vendor statements, research, and correct discrepancies.
- Audit and process credit card bills.
- Reconcile employee benefit deductions (Aflac, MetLife, etc.) and prepare vouchers for payment.
- Match invoices to checks, obtain all signatures for checks and distribute checks accordingly.
- 1099 maintenance.
- Maintain files and documentation thoroughly and accurately, in accordance with CSBG standards and guidelines and accepted accounting practices.
- Assist with other projects as needed.

Education Requirements:

- Associate degree in Business Administration/Finance required, an accounting degree preferred. Or equivalent work experience in finance/accounting.

Equal Opportunity Employer