Accounting Technician
Southeastern Community Action Partnership, Inc.
Job Description

Summary

This is a full-time position. The Accounting Technician is responsible for providing financial, administrative, and clerical services in support of the Accounting Staff. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that the Agency finances are accurate and up to date, and that vendors and suppliers are paid within established time limits.

Reporting Relationships

Reports to: Assistant Finance Director

PRIMARY DUTIES:

- 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 key in batched vouchers into accounting system and generates checks.
- Assist in month-end closing.
- Assist in HUD accounting.
- Assist in 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 company policy and accepted accounting practices.
- Assumes the duties and responsibilities of the Purchasing Administrator and Accounts Payable Technicians in their absence
- Assist with other projects as needed.

General Qualifications Requirements:

- Proficient at MS Office (especially Excel).
- Have superior written and oral communication skills.
- Possess strong organizational and time management skills.
- Ability to maintain confidentiality and exercise extreme discretion.
- Detailed oriented, good with numbers and text, able to proofread work to avoid simple typographical errors.
- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.
- Ability to interact with employees and vendors in a professional manner.
- Strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures.

Working Experience Requirements:

- A minimum of two years of accounts payable experience.
- A minimum of one to three years of experience supporting financial and accounting, including accounts receivable, accounts payable and general accounting.

Educational Requirements:

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