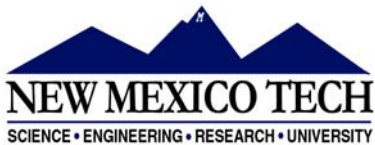


Posted September 6, 2018



REVISED 9/6/18

POSITION ANNOUNCEMENT

TITLE: ACCOUNTING TECHNICIAN

DEPT: SPONSORED PROJECTS

REG

TEMP

FULL TIME

PART TIME

STARTING RATE OR SALARY RANGE: \$11.00 - \$12.75

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Under general supervision, manages billing system and accounts receivable databases. Performs various clerical and routine accounting tasks such as calculating, researching and verifying functions in support of the Sponsored Projects Office. Prepares and submits monthly invoices which include draw-down requests via phone or agency websites. Assists with collection of outstanding invoices. Monitors billing on active projects. Prepares quarterly Federal Financial Reports. Maintains invoice tracking system and accounts receivable database. Assists in tracking closed contracts for collection of outstanding balances. Runs and distributes aging report. Researches payments for accurate distribution and ensures timely deposits with bank. Works with bank to obtain appropriate supporting documentation on wire payments. Reconciles payment suspense account. Assists with Grant and FUND setups in BANNER financial system, checking all new set-ups for data entry errors. Assists in preparation of journal vouchers and budget revisions. Answers phones, opens and logs mail, greets visitors and assists with other clerical functions. Trains student employees and oversees their daily activity. Maintains BDMS scanning of award documents.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Associate's degree required; Area of study Concentration in accounting or a business related field including 6 credit hours of accounting. Up to 3 credit hours of accounting credits may be waived for appropriate experience, one year =3 credit hours. Extraordinary attention to detail required. Must have computer experience including spreadsheet, database management and work processing applications, internet and modems. Must have strong oral and written communication skills. Must be able to use professional judgement and discretion in dealing with external agencies. Must have ability to work with guidance and assistance of higher-level employee. Must have ability to work independently on assignments of standard difficulty. Must be able to use broad knowledge of practices and procedures to handle complex assignments. Must be able to read and interpret complex materials such as agency payment regulations, audit reports and documentation of internal control systems. Ability to work and adapt under a highly regulated and constantly changing environment required. Ability to work under general supervision required. Ability to work under time constraints required.