



Job Title: Accounting Support Technician

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 103
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position performs routine and some non-routine accounting functions such as processing accounts payable and/or accounts receivable, processing payroll, or monitoring assigned accounts. Responsibilities may include: reconciling ledgers or accounts; preparing journal entries and correspondence; entering data; calculating basic statistics; running standard financial and statistical reports; processing invoices, contracts, accounts receivable, and/or payroll; collecting on delinquent accounts; processing requisitions and invoices and solving defined inconsistencies; reviewing and assisting with completing submitted forms to ensure compliance with applicable accounting policies and procedures; identifying and reporting deviations; and verifying and maintaining records and files.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Prepares and processes a variety of accounting and/or financial transactions, which may include: accounts payable, payroll, accounts receivable, purchase orders, billing, and related transactions.
- Enters a variety of financial information into spreadsheets and/or databases; records and posts payment.
- Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files.
- Posts financial information into appropriate accounts; creates journal entries; reviews and reports discrepancies of data entered.
- Opens mail; date stamps invoices and checks for discrepancies; matches to PO if applicable; and handles credit memos.
- Logs bills on spreadsheets if applicable.
- Prepares a variety of basic accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.
- Tracks, logs, and reviews statements or notices from vendor to ensure payments/accounts are up to date.
- May provide front counter assistance.

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- May process internal or external payments made in cash, wire, check, or credit card.
- May act as head cashier with duties including: opening the office to the public; opening the cash safe and the fire safe; handling cash count reporting requirements; scheduling deposits for courier pick up; and maintaining the ACH database reports online to banking institution and reconciliation that information with internal software.
- May prepare and submit third-party invoices to vendors; verifies that financial aid is posted to student accounts; and prepares vendor checks for over payments.
- Helps train new employees.
- May process senior citizen waivers.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent; two (2) years of related work experience in an accounting support function; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic accounting principles and practices;
- Basic accounts payable/receivable principles and practices;
- General ledger reporting techniques;
- Data entry techniques;
- Recordkeeping principles;
- Customer service principles; and
- Computers and related software applications including Microsoft Word, Excel, and Outlook.

Skills in:

- Communicating, both verbally or in writing;
- Making math calculations;
- Balancing accounts;
- Reconciling financial records and information;
- Entering data;
- Maintaining records;
- Reporting account discrepancies;
- Providing customer service;
- Using a computer and applicable software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers; coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Collect on delinquent accounts;
- Be flexible;
- Collaborate with others;
- Multi-task; and
- Pay attention to details.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a relatively safe, secure, and stable work environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.