

Job Title: OPS Accounting Support Technician

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

Position Summary:

Incumbents perform 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 and identifying and reporting deviations; and verifying and maintaining records and files.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Two years experience in an accounting support function.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Basic accounting principles and practices;
- Basic accounts payable/receivable principles and practices;
- General ledger reporting techniques;
- Data entry techniques;

- Recordkeeping principles;
- Customer service principles;
- Computers and related software applications.

Skills:

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

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.

**Potential
Frequency**

- | | |
|----|---|
| 1. | Prepares and processes a variety of accounting and/or financial transactions, which may include: accounts payable, payroll, accounts receivable, billing, and related transactions. |
|----|---|

Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
		30%
2.	Enters a variety of financial information into spreadsheets and/or databases; records and posts payments.	Daily 20%
3.	Completes, tracks, and/or maintains a variety of records, logs, ledgers, and files.	Daily 20%
4.	Posts financial information into appropriate accounts; creates journal entries; reviews and reports discrepancies of data entered.	Daily 20%
5.	Prepares a variety of basic accounting reports and other documents related to assigned area of responsibility utilizing established guidelines.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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