

Volcano Communications Group Job Description

Job Title: Accounting Technician I
Department: Accounting and Finance
Reports To: Accounting Manager
FLSA Status: Nonexempt

SUMMARY

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records and submitting accounting data by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Processes work orders, accounts payable, accounts receivable, receivable collections, continuing property records, inventory, other related accounting tasks, as assigned, and prepares various reports related to general accounting functions.

Records, classifies, and compiles company financial transactions..

Prepares various required government and special reports using a variety of reports, databases, and spreadsheets and forwards to appropriate personnel and/or agencies.

Reconciles reports and general ledger accounts to subsidiary records and files.

Reconciles billing registers to general ledger.

Reconciles bank statements and reports discrepancies and problems.

Monitors loans, accounts payable and receivables for accuracy and timeliness. Contacts customers or carriers regarding delinquencies and processes collections, as necessary.

Reconciles and corrects report discrepancies and problems.

Reviews computer printouts against manually kept ledgers and makes corrections.

Stays current in all areas of responsibilities by attending and participating in training classes, workshops, and other events.

Able to adapt to changes in procedures and responsibilities.

Assists co-workers in procedures which they are not familiar, both giving and receiving information.

Interacts and participates effectively with managers, co-workers, and other customers. Affects positively the performance of others, including assisting and working with others to accomplish job and organizational objectives and goals.

Consistent and regular attendance of at least forty hours per week. Must be available to work overtime as needed.

Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two year accounting degree from college or technical school; related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid and unrestricted driver's license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and risk of radiation. The noise level in the work environment is usually moderate.