

POSITION TITLE: Sr. Accounting Technician **SALARY GRADE:** HU-08
DATE CREATED: December 01, 2014 **EEO CODE:** 03
JOB CODE: 2520 **FLSA STATUS:** Non Exempt
BARGAINING UNIT: N/A

Ensures proper receipt of goods and services has occurred.

Inputs and reconciles vendor payments to computerized accounting and purchasing system.

Maintain document files and vendor directory by updating and deleting where necessary.

Matches invoices with purchase orders and receiving reports to include quantity, lots, pricing and extensions.

Reconciles check payments to computerized accounting and purchasing system.

Provides accurate and timely accounting for all checks issued to ensure either distribution for signature or cancellation.

Periodically types manual checks for signing and voids checks in a timely and accurate manner when appropriate.

Maintains on-line vendor file.

Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of the principles, practices and methods associated with accounts payable/receivable as well as basic accounting and bookkeeping

Knowledge of PC with associated word processing, spreadsheet and database software with the ability to use general office equipment

Skill in oral and written communications with the ability to deliver excellent customer service

Ability to follow a series of procedures and adhere to University guidelines and protocol

Ability to demonstrate objectivity, integrity, and ethical behavior

Ability to detect and solve problems using good insight, and judgment

Ability to work in a team environment with a diverse group of individuals

Ability to establish and maintain effective and harmonious work relationship with students, faculty, staff, University officials, senior level professionals and the general public.

MINIMUM REQUIREMENTS: Associate's degree and 1-3 years of related experience. AA/AS may be substituted for 4 years of required work experience. BA/BS may be substituted for up to 4 years work experience.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____