

JOB DESCRIPTION

Job Title: Accounting Technician
Reports To: Controller
FLSA Status: Non-Exempt
Department: Accounting and Finance
Date: July 17th, 2025

Summary:

Perform essential duties and responsibilities related to accounting, utility billing procedures, and other basic clerical duties associated with accounts receivable and accounts payable.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Operate the customer accounts system to provide data services for utility billing and customer account maintenance, including monthly billing and accounts receivable.
- Perform posting of cash receipts and expenses to journals or ledgers and verify accuracy.
- Review and verify various reports and accounts for accuracy.
- Sort the daily mail, maintain postage machine, and order office supplies.
- Post all payments and meter readings to customer accounts, prepare daily deposit, and complete end of day reporting.
- Perform utility billing and accounting tasks for monthly billing processes to include import of reads, review and preparation of utility bills, and general maintenance related to rates.
- Prepare and review various monthly reports by collecting, analyzing, and summarizing information and trends and submitting results to appropriate personnel.
- Verify accounts by reconciling statements and transactions.
- Organize invoices for payment processing by gathering and sorting documents and related information, assigning accounting code, verifying vendor information, and obtaining authorization for payment.
- Enter payables to accounting system and prepare checks.
- Verify vendor accounts by reconciling statements and resolve any discrepancies related to outstanding invoices by investigating documentation, issuing stop payments, payments, or making adjustments to payments.
- Maintain accounting ledgers by compiling, reviewing, and posting monthly accounting transactions.
- Verify accuracy of Capital Improvement Projects (CIP) folders quarterly.
- Secure financial information by creating and/or maintaining electronic files and/or filing accounting documents.
- Perform other tasks as designated by supervisory personnel.

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/Experience:

High school diploma or general education degree (GED); two (2) years' experience as accounting clerk processing invoices, posting payments, and/or performing other accounting processes; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and company employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Database/Customer Accounts Software, Word Processing, Spreadsheets (Excel), Accounting Software, General Ledger, Accounts Receivable, Accounts Payable, E-mail, Internet Software.

Other Knowledge, Skills, & Abilities:

None required for this position. Additional accounting training may be required.

Certificates and Licenses:

None required for this position.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

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 work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The described physical demands 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 regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.