

Accounting Technician Job Description

Duties and Responsibilities:

- Organize accounting records such as registers, ledgers, journals, and individual account
- Evaluate and reconcile diverse financial operations, inspect and confirm sources documents, including invoices and expense vouchers, to affirm commitments and post suitable records
- Manage schedules of standard objectives, financial statements and reports
- Organize source documents, files and other account affiliated information
- Organize all routine registers; manage the budget and carry out analysis on all data
- Perform proper maintenance of all end-of-the-year records
- Carry out job duties on spreadsheets, online database, and all accounting software
- Offer superlative assistance to diverse departments and organize a yearly plan on it
- Supervise invoices and keep all contract-filing system up to date; and carry out audits with the organization
- Organize all journal entries, perform analysis on account records and conciliate all statements for month ending
- Organize appropriate list of fixed assets for remittance of taxes and preparation of budget
- Render assistance to other departments in organizing requests for diverse business units for customers and regulators
- Perform analysis of accounting systems, observe any flaws, and give suggestions for improvement
- Reassess all check requests and supervise all invoices for precision.

Accounting Technician Requirements – Skills, Knowledge, and Abilities

- At least a high school diploma; possession of other certificate courses related to accounting is an advantage
- Sufficiently conversant with the use of computer; skilled in performing mathematical processes; and an outstanding knowledge of utilizing accounting software, as well as other basics
- Strong interest in business and finance related subjects
- Possession of an excellent working knowledge and application of data
- Possession of attributes of patience and flexibility to adjust in diverse business environment
- Commendable skills in general bookkeeping procedures or principles
- Excellent knowledge of payroll systems, accounts payable, and general accounting ledger
- Commendable skills in the use of office equipment and utilization of spreadsheets, word processing, and microcomputer abilities in the detection of error and making amendments
- Excellent clerical skills to be determined through accredited testing methods, or through validated practical work experience.