

Accounting Technician Job Description

- 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.