

As the Accounting Technician, you will perform a variety of critical accounting functions supporting the disbursement of Airports Authority funds.

JOB DESCRIPTION

- Accounting Technician
- Works under the direct supervision of the Accounts Payable Manager.
- Serves in the Department of the Controller in the Office of Finance at the Corporate Office Building.

Independently performs regular and recurring accounting functions on a day-to-day basis related to the maintenance of the accounts for budgeting, disbursing and accounting of funds, ensuring customers are paid, budgets are balanced and financial transactions are properly recorded. Performs related functions.

GENERAL RESPONSIBILITIES

- Enters invoice data into the applicable enterprise financial systems in a timely and efficient manner.
- Ensures invoices and document standards are followed.
- Reviews invoices for approved sourcing documentation, receipt option, or approved authorized signers.
- Coordinates the approval process for invoices with other Airports Authority Offices. Collaborates with the Contracting Officer's Technical Representative (COTR) and sourcing department to verify invoices.
- Works with Suppliers, as needed, to resolve discrepancies.
- Processes and settles payments under established guidelines.
- Handles invoice expenditure types (for example expenses, assets, and inventory) as it relates to general ledger coding.
- Ensures invoices are coded to the correct general ledger accounts and funding sources.
- Works with Treasury and Project Office to ensure correct funds and project numbers are recorded.
- Ensures monthly and year-end expense accruals are recorded timely and efficiently. Work with General Ledger accountants to ensure accruals are cleared.
- Reviews and audits online expense and travel reports and corrects and communicates changes based on policy guidelines.
- Works with employees as it relates to online expense and travel.
- Trains and provides guidance to internal employees on expense input and reconciliation.
- Participates in midyear and yearly audits.
- Performs other duties as assigned.

QUALIFICATIONS

- Three years of progressively responsible experience in bookkeeping and paraprofessional accounting including:

- applying established and standardized bookkeeping and accounting methods, processes, procedures, and practices;
- using intermediate mathematics and basic statistics as required for basic accounting functions; and
- performing basic accounting/bookkeeping functions using computer software.

KNOWLEDGE, SKILLS AND ABILITIES (KSA):

1. General knowledge of, and skill in applying, generally accepted accounting principles, practices, methods and techniques to properly record, analyze and reconcile assigned accounts with the general ledger.
2. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information), with emphasis on intermediate mathematics and basic statistics.
3. Ability to plan one's own work consistent with assignments, priorities, and other guides.
 - Ability to speak and write effectively.
 - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting.
- Certification as a Certified Accounting Technician or Certified Accounts Payable Associate.
- Knowledge of an enterprise financial system such as Workday.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, customer service, team work, and adherence to guidelines.