

As the Accounting Technician, you will perform a variety of critical accounting functions supporting the accounting/financial systems for the Dulles Corridor Metrorail Project.

JOB DESCRIPTION

- Accounting Technician
- This is a non-career, term job.
- Works under the direct supervision of an Accounting Department Manager.
- Serves in the Department of the Controller in the Office of Finance; works at both the Corporate Office Building and the Dulles Corridor Metrorail Project office in Herndon, VA.

In support of the Metrorail Project, performs a range of routine and non-routine bookkeeping and paraprofessional accounting tasks related to accounts receivable, accounts payable, fixed assets, and/or general ledger support. Work requires application of established and standardized bookkeeping and accounting methods, processes, procedures and practices. Performs related functions.

GENERAL RESPONSIBILITIES

- Generates or reviews invoices and enters data; applies credits and discounts; receives payments, matches payment received to invoices or bills, applies payments, and calculates balances, if any; and performs collections.
- Enters accounting data into the applicable enterprise financial systems.
- Processes electronic and paper invoices/bills received. Matches approved invoices to the authorizing contract, purchase order, or receiving report. Communicates with customers, as needed, to resolve discrepancies.
- Maintains unique filing systems for each category of documents, monitors document balances to insure adequate funding is available to make payments and notifies contracting officers of any discrepancies.
- Enters the payment data into the Accounts Payable system and verifies the accuracy of the payment data by comparing input batches with system generated edit reports.
- Computes fixed asset costs; computes depreciation for tax and insurance purposes; enters data for asset tracking into the fixed assets system (item, cost, depreciation schedule, etc.); tags and tracks movable items; and creates reports.
- Prepares non-complex journal entries, financial report preparation and assembly; ensures proper financial documentation.
- Performs other duties as assigned.

QUALIFICATIONS

1. Three years of progressively responsible experience in bookkeeping and paraprofessional accounting including:
 - a) Applying established and standardized bookkeeping and accounting methods, processes, procedures, and practices.

- b) Using intermediate mathematics and basic statistics as required for basic accounting functions; and
- c) Performing basic accounting/bookkeeping functions using computer software.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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 speak and write effectively.
4. Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

PREFERRED QUALIFICATIONS

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

EDUCATION

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

CERTIFICATIONS AND LICENSES REQUIRED

1. A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

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