

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

JOB DESCRIPTION

- Accounting Technician I
- 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.

Performs regular and recurring accounting functions on a day-to-day basis related to the maintenance of the accounts for budgeting, disbursing, and accounting 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.
- May participate in midyear and yearly audits.
- Performs other duties as assigned.

QUALIFICATIONS

1. Two 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.
- c) Performing basic accounting/bookkeeping functions using computer software.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in using spreadsheets to track and monitor cash accounts and reconcile numeric discrepancies.
2. General knowledge of and ability to apply generally accepted accounting principles, practices, methods, and techniques to properly record, analyze, and reconcile assigned accounts with the general ledger.
3. 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.
4. Ability to plan one's own work consistent with assignments, priorities, and other guides.
5. Ability to speak and write effectively.
6. Skill in using a computer and modern office suite software, with emphasis on accounting and financial systems/software.

PREFERRED QUALIFICATIONS

1. An Associate's Degree in Accounting or Business Administration.
2. Certification as a Certified Accounts Payable Associate by the Institute of Financial Operations.
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

- None.

NECESSARY SPECIAL FACTORS

1. Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.