

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Accounting Technician
DEPARTMENT: Finance
STATUS: Full-time / Hourly / Non-exempt (FTBE)
SUPERVISED BY: Finance Director
CREATED: November 19, 2007

JOB SUMMARY: The positions are responsible for account analysis & reconciliation, data entry, and transaction processing as members of the financial management team of Catholic Social Services.

QUALIFICATIONS:

Personal: Must be able to maintain program/guest/agency confidentiality, and treat each individual with dignity and respect. Must be a team-player, demonstrate motivation, and exercise discretion and dependability.

Education/Experience: AA. and a minimum of 2 years accounting experience. Must be proficient in Microsoft Office applications and general accounting software.

OR

5 years experience in general accounting.

Preferred: Experience with Kintera FundWare or other application software appropriate for non-profit corporations; experience with ADP Payroll.

Skills: Must be able to communicate clearly and professionally (orally and in writing) with employees and agency management. Must adhere to business profession code of ethics, be well organized, support overall mission and direction of the agency, and function well under stressful conditions.

Physical Requirements: ability to work at computer terminal for long periods of time.

Other Requirements: regular and reliable attendance. Must pass accounting accuracy test. Valid Alaska Drivers License. Must pass background and credit checks.

Training Requirements: Agency and department orientation.

RESPONSIBILITIES:

In support of the CSS internal financial management controls and to enhance staff cross-training, the Accounting Technicians' duties will vary with workload requirements. General duties and responsibilities for the positions will concentrate on one or more of the core finance functions:

Accounts Payable

1. Receive billings related to CSS and process for payment.
2. Produce and maintain accounts payable related reports and vendor files.
3. Maintain the credit card accounts, which include opening and closing individual card accounts and reconciling monthly statements.

Cash Receipts

1. Participate in cash receipt processing in accordance with CSS policies.
2. Banking activities including deposits.
3. Maintain cash transaction records and files.

Accounts Receivable

- 1. Receive and process program charges and invoices.
- 2. Process, issue, record and file customer invoices and statements.
- 3. Participate in reconciliation of subsidiary accounts.

Payroll

- 1. Process, issue, record, and file electronic payroll (ADP).
- 2. Produce and maintain tax, benefit, and organizational records. Reconcile payroll with general ledger, cash accounts, and benefit vendors.
- 3. File required government returns and requests including annual W-2s and transmittals.

Cash Disbursements

- 1. Participate in cash disbursement function including obligation selection, check writing and distribution.
- 2. Support bank reconciliation activities.
- 3. Maintain cash transactions records and files.

Budgeting and Reporting

- 1. Process entry of operating, grant, and capital budgets and revisions.
- 2. Produce and maintain internal and external financial reports.
- 3. Maintain budget and report records and files.

Donor Processing

- 1. Assist Development Department with financial aspects of donor processing.
- 2. Reconcile subsidiary ledgers for pledges, donations, and gaming.
- 3. Maintain donor financial records and files.

General

- 1. Support agency activities and events as required.
- 2. Attend meetings as requested.
- 3. Other duties as assigned in support of the CSS Finance Department.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____