



Position Description

PCN	08-0468
POSITION TITLE	ACCOUNTING TECHNICIAN
LOCATION	ANCHORAGE
RANGE	12/14 FLEX
REPORTS TO	ASSISTANT CONTROLLER – AEA (PCN 08-X074)
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	JOCELYN GARNER APRIL 1, 2017
APPROVED BY (NAME AND DATE)	AMY ADLER APRIL 1, 2017

POSITION PURPOSE: THIS POSITION IS RESPONSIBLE FOR THE TIMELY PROCESSING OF ACCOUNTS PAYABLES INVOICES FOR PAYMENT. THIS POSITION FUNCTIONS AS A LEAD ACCOUNTS PAYABLE STAFF PERSON AND MAY BE REQUIRED TO PROVIDE ACCOUNTS PAYABLE ASSISTANCE TO OTHER STAFF MEMBERS. THIS POSITION ALSO PROVIDES PROJECT ACCOUNTING SUPPORT.

ESSENTIAL FUNCTIONS:

- Check AEAPayables email account and log all received invoices into the accounting software.
- Reads and reviews AEA and/or AIDEA project invoices for accuracy. Verifies charges are properly supported and investigates any discrepancies. Checks the invoiced amount against the open encumbrance in the accounting system to verify funds are available under the contract. Reviews invoices for contractor's/vendor's compliance with contract terms and conditions. If contract funds are depleted, contacts the contract project manager and procurement officer for contract change orders or additions. If other variations exist within the invoice, contacts the project manager or contractor to resolve problems, adjusts invoices accordingly. Obtains the necessary invoice approvals for payment. Codes invoices and inputs to the accounting system for payment.
- Prepares weekly EFT and check payment batches for upload to the bank. Prints checks and routes for signature.
- Processes encumbrance documents (procurement requests). Verifies the accuracy of financial coding on purchase documents; prepares input documents to encumber contractual obligations on the accounting system; inputs encumbrance information to the accounting system; and forwards encumbrance documents to the supervisor for approval and posting.
- Collects support documents and prepares journal entries to record the related project expenses and revenues for procurement and travel credit card transactions.
- Prepares journal entries required to record expense and revenue transactions, as well as correcting entries. Journal entries include those related to grant advance and match entries.
- Processes force account labor payroll. Accumulates project timesheets at pay period end; reviews timesheets for completeness and accuracy; forwards timesheets to project managers for review and approval; resolves any outstanding payroll issues (i.e. illegible information, missing information, etc.); and submits authorized timesheets to the bookkeeper for payroll processing and payroll check distribution.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms and lift up to 25 pounds. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires intermediate skills in word processing, database software, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard accounting procedures, office procedures, and cost reimbursement agreements.
- Skills in Navision or other enterprise database system, Excel, MSWord, MSOutlook, and performing arithmetic/mathematic calculations.
- Ability to communicate both orally and in writing with project managers, contractors/vendors, bank personnel, supervisors, and other in-house personnel.
- Ability to work cooperatively with other personnel. Ability to adapt to different methods and computer programs.
- Ability to learn and apply new accounting systems, policies, procedures, methods, and techniques.

DESIRED QUALIFICATIONS:

Associate's Degree in accounting **OR** two years' experience in accounts payable systems or in related fields.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

- Range 12: Reviews and processes complex project invoices.
- Range 12: Reviews and processes timesheets for force account labor.
- Range 14: Demonstrates a high level of proficiency in all areas of responsibility and performs routine work with limited supervision.
- Range 14: Prepares journal entries to post project related expenditures for credit card and travel related transactions. This requires a basic understanding of accounting concepts such as double entry accounting.
- Range 14: Ability to function as a lead accounts payable staff person and provide accounts payable assistance and training to other staff members.