

ACCOUNTING SERVICE TECHNICIAN

POSITION SUMMARY:

The Accounting Service Technician will be responsible for supporting accounts receivable and accounts payable functions, as well as supporting billing inquiries and researching billing issues. Responsibilities will include daily cash processing, maintenance of customer billing, providing phone coverage on the switchboard and supporting other functions in the department as necessary. Communicates effectively and in a professional manner with management, agents, banks, vendors and co-workers. Understands the need to exercise confidentiality of information.

Initial training for this role will be onsite. There is an option for a hybrid work schedule, with in-office days on Mondays & Tuesdays when the introductory training period concludes. Additional in-office days may be required depending on departmental needs.

PRINCIPAL ACCOUNTABILITIES:

Accounts Receivable / Payable

- Perform accounts receivable duties, including automated remittance system and electronic payment methods
- Utilize and develop knowledge of accounting systems software, WINS policy system and other automated processes to support accounting functions
- Provide switchboard coverage
- Support billing inquiries and research billing issues
- Daily review of bank reporting and treasury functions
- Data input
- Support accounts payable invoice processing
- W9 retrieval and verification for payee setup
- Support 1099 processing

Financial Reporting

- Support completion of daily and monthly accounts receivable reconciliations
- Support monthly bank reconciliations
- Support Junior Accountant's duties as necessary

JOB REQUIREMENTS:

Education:

Bachelor's Degree preferred

Experience:

- Two to three years of related experience preferred
- Valid Driver's License

Skills:

- Ability to handle multiple tasks and projects
- Ability to maintain self-control in difficult situations
- Ability to communicate (verbally/written) effectively in a confidential manner when required
- Must have knowledge of Microsoft Office, Windows operating system, and the internet