



JOB DESCRIPTION

Job Title: Accounts Technician
Department Name: Accounting
FLSA Status: Non-Exempt
Hourly Grade: 7
Reports to: Accounting Manager

Control/Job Code #: 20-006
Department #: 20
Work Shift: Day
Travel Percentage: Occasionally

POSITION SUMMARY

Processes weekly accounts payable checks, calculates, posts, and verifies financial data, and prepares quarterly reports.

PRIMARY RESPONSIBILITIES

- Performing day to day financial transactions, including verifying, classifying, and recording accounts payable data.
- Preparing bills, invoices, and bank deposits.
- Adjust or correct audit report as requested by the Accounting Manager and record findings.
- Maintain proper supply of accounts payable checks and envelopes.
- Prepare and submit the company's quarterly Federal and State agency forms, reports, and payments (941, SIT, SUTA) after being approved by Accounting Manager.
- Processing of AP vouchers for payment and cost distribution, includes matching the PO to the pack list and invoice, enter for payment, run the AP checks, prepare the checks for distribution, post, and file the AP voucher with all backups.
- Review the Aged Receivables report and contact customers with past due invoices.
- Review and verify accounts payable reports to General Ledger.
- Assist with month-end closing procedures.
- Process, verify, and post accounts receivable.
- Maintain precise records and spreadsheets of all incoming payments and accounts statuses.
- Track overdue invoices and follow up on them.
- Communicate with customers to request payment and/or arrange payment plans.
- Audit all accounts receivable on a schedule to ensure accuracy.

ADDITIONAL RESPONSIBILITIES

- Process incoming and outgoing mail.
- Communicate to supervisors/managers accounts payable related messages.
- Provide assistance to other accounting staff as required by the Accounting Manager.
- Perform other duties and complete special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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POSITION REQUIREMENTS

- Knowledge of economic and accounting principles and practices and the reporting of financial data.
- Knowledge of administrative and office procedures and systems such as word processing, managing files and records and workplace terminology.
- Knowledge of principles and processes for providing customer service, including meeting quality standards for service and evaluation of customer satisfaction.
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Detail-oriented and thorough in completing work tasks.
- Ability to choose the right mathematical methods or formulas to solve a problem.
- Ability to prioritize tasks and multitask effectively.
- Ability to perform administrative and clerical tasks, such as data entry, preparing invoices, sending bill reminders, filing paperwork, and contacting customers to discuss their accounts.

COMPUTER SKILLS

- Basic computer knowledge required (i.e., email and word processing experience).
- The use of a PC workstation and an individual email account.
- Working knowledge of common software applications (word processing, spreadsheet, database).
- Extensive knowledge of Visual payroll, accounts payable, general ledger, Excel, and Word.

EDUCATION and/or EXPERIENCE

Required: Associate degree with an emphasis in accounting and/or business; 2 years' experience in an accounting environment with automated accounting software.

Preferred: NA

INTERNAL TRAINING REQUIRED

- All applicable accounting policies and procedures, more specifically for payroll.
- Visual Manufacturing software, Federal and State tax filing websites.
- SMC AP processes.
- General management standard procedures training (AAA-XXX).
- Company policies, procedures, and code of conduct.

SAFETY CONSIDERATIONS

- Safety glasses and steel toed shoes are always required on the production floor.
- Adherence to safety guidelines for office and production areas.
- Compliance with company-wide safety policies and procedures.

PHYSICAL REQUIREMENTS

Physical Abilities				Push/Pull		Lift/Carry	
Activity	Code	Activity	Code	Activity	Code	Activity	Code
Stand	O	Reach Up	O	Up to 12 lbs.	O	Up to 10 lbs.	O
Walk	F	Climb	N	13 -- 25 lbs.	O	11 -- 20 lbs.	O
Sit	F	Crawl	N	26 -- 40 lbs.	O	21 -- 50 lbs.	O
Handling/ Fingering	F	Squat/Kneel	O	41 -- 100 lbs.	N	51 -- 100 lbs.	N
Reach Outward	F	Bend	O	Over 100 lbs.	N	Over 100 lbs.	N

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N= Not Applicable - Activity is not applicable to this occupation

O = Occasionally - Occupation requires this activity up to 33% of the time (0-2.5+ hours/day)

F = Frequently - Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hours/day)

C = Constantly - Occupation requires this activity more than 66% of the time (5.5+ hours/day)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Safety glasses and steel toed shoes are always required on the production floor.
- Occasional visits to production areas with varying temperature, humidity, and noise conditions.
- Compliance with company-wide environmental policies and procedures for maintaining a safe and healthy workplace environment.
- Proper use of ergonomic equipment (e.g., chairs, desks) to prevent strain injuries.