



# Bristol Bay Economic Development Corporation Job Description

## **POSITION TITLE: *Accounting Technician***

**POSITION DESCRIPTION:** The Accounting Technician reports to the Finance Officer and plans and implements a variety of accounting transactions of the corporation as defined in this job description.

The work involves processing payroll, preparing the payroll related taxes and benefits payments, processing accounts payable and other related duties. Most departmental work is completed under strict deadlines.

## **QUALIFICATIONS:**

- Must have a High School diploma or GED.
- Knowledge of payroll and accounts payable procedures.
- Knowledge of the application data processing systems and technology to process accounting records.
- Experience with or willingness to learn about employee benefit administration.
- Must be proficient in Microsoft Office applications.
- Ability to maintain strict confidentiality and respect for the privacy of employee records.
- Attentive to detail with strong mathematical, analytical and sound decision-making skills.
- Good time management, organizational and follow-through skills.
- Ability to multi-task in a stressful environment with specific deadlines.
- Good communication skills, both oral and written.
- Be an effective team player with the ability to work with others.

## **DUTIES AND RESPONSIBILITIES:**

### **Payroll Duties**

- Processes and updates employee payroll records, reviews for accuracy and corrects discrepancies as needed.
- Maintains employee payroll files in an orderly fashion.
- Reports any new hires to appropriate agencies.
- Processes employment verifications.
- Collects and verifies all timesheets for accuracy and ensures timesheets are properly authorized.
- Processes payroll on a semi-monthly basis.
- Processes tax reports and payments, and related accounting transactions within required time frames.
- Processes any garnishment requests.
- Prepares paperwork for annual and payroll audits; assists with annual audit to provide explanations when needed.
- Maintains a current knowledge of payroll and benefits requirements and related issues.
- Answers questions from employees relating to payroll topics clearly and concisely.
- Periodically reviews and updates Payroll Procedure manual as needed.
- Performs related work as assigned.

## **Accounts Payable Duties**

- Enters Purchase Orders/Travel Requests in computer system on a regular basis.
- Maintains Purchase Order/Travel Request logs.
- Maintains purchase order and check stock inventory and places orders to replenish stock when needed.
- Maintains and controls company credit card usage log.
- Verifies all invoices and check requests for accuracy, verifies account codes for proper assignment and ensures documents are properly authorized.
- Enters payment requests into the computer system on a regular basis.
- Processes A/P twice weekly, Tuesday and Thursday, and ensures the resulting accounting transactions are reflected in the general ledger accurately.
- Maintains vendor master files, creates new vendor files for recurring vendors.
- Collects and maintains vendor employer identification number (EIN) via IRS Form W-9.
- Prepares paperwork for annual audits; assists with annual audit to provide explanations when needed.
- Periodically reviews and updates Accounts Payable Procedure manual as needed.
- Performs related work as assigned.

## **Other Accounting Duties**

- Prepares bank deposits as requested.
- Prepares periodic audits for UNUM, Blue Cross, and AFLAC.
- Prepares spreadsheet and assists with the compliance testing of the BBEDC 401(k) Plan.
- Creates spreadsheets for employment wage, job description and health insurance data as needed.
- Processes benefit enrollments, changes and terminations.
- Prepares and tracks COBRA paperwork and notifications as needed.
- Works with CFO/CAO to ensure all annual benefit reporting and compliance requirements are accomplished.
- Other duties as assigned.

## **REPORTS TO:**

Finance Officer

## **SALARY RANGE:**

\$25.00/hour- \$31.25/hour DOE

## **DUTY STATION:**

Dillingham