

**YUMA PRIVATE INDUSTRY COUNCIL  
POSITION DESCRIPTION**

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Title: **Accounting Technician**

Reports to: Accounting Coordinator

Classification: Non-Exempt

Revision Date: December 2020

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**SALARY SUMMARY** \$20.19 per hour

Under the direction of the Accounting Coordinator, the position of Accounting Technician is responsible for processing accounts payable in a fund accounting environment.

**PRIMARY RESPONSIBILITIES**

**Process Accounts payable**

Supporting Skills

- *Examine invoices and ensure accuracy.*
- *Coordinate with other departments as needed.*
- *Implement invoice coding by using Excel spreadsheets.*
- *Input invoice information into accounting software, post information to accounts payable and the general ledger, produce necessary reports, and generate payment.*
- *Process annual 1099-MISC tax forms.*

**Process Sub-recipients' Invoices**

Supporting Skills

- *Review invoices and verify supporting documentation.*
- *Coordinate with sub-recipients as needed.*
- *Approve invoices and process payment.*
- *Track contracts.*

## **Track and Process Payment for Other Contracts**

### Supporting Skills

- *Review, verify and approve payment for invoices.*
- *Address discrepancies in billings relative to contract terms.*
- *Track contracts.*

## **Assist in Submitting Draw Down**

### Supporting Skills

- *Prepare and submit necessary paperwork to Yuma County to receive funds.*
- *Submit paperwork to the State and ensure receipt of reports.*
- *Monitor receipt of funds to be deposited.*
- *Must meet deadlines.*

## **Assist in other Accounting Duties**

### Supporting Skills

- *Acknowledge receipts and make deposits*
- *Retrieve information for auditors*
- *Departmental filing*

## **CORPORATE VALUES**

### **Integrity:**

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

### **Teamwork:**

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;

- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

### **Performance/Initiative:**

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

### **Learning:**

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

### **Corporate Level Contribution:**

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

### **Customer Service:**

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;  
Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

## CORE SKILLS

### Accounting

- **Must be detailed orientated.**
- *Must be meet deadlines.*
- **Must be proficient in data entry.**
- *Demonstrate proficiency in 10 key operation.*
- *Analyze documentation and utilize critical thinking skills to resolve issues.*

### Technology

- *Demonstrate proficiency with accounting softwares (i.e Financial Edge).*
- **Demonstrate proficiency with Excel.**
- *Demonstrate proficiency with Outlook, Windows, and Word/Office.*
- *Demonstrate proficiency in computer usage.*

### Mathematics

- *Apply mathematical concepts such as fractions, percentages, ratios, and algebra.*
- *Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.*
- *Compute rates, ratios, and percentages.*

### Language

- Oral Expression: *The ability to communicate information and ideas by speaking so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).*
- Oral Comprehension: *The ability to listen to and understand information and ideas presented through spoken words and sentences (respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).*
- Speech Recognition: *ability to identify and understand the speech of another person.*
- Speech Clarity: *ability to speak clearly so others can understand you.*
- Writing: *The ability of communicating effectively in writing as appropriate for the needs of the agency/staff.*

- *Written Comprehension: ability to read and understand information and ideas presented in writing.*
- *Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).*
- *Fluency in the English language required.*

## **Reasoning**

- *Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).*
- *Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solve practical problems, collect data, establish facts, and draw valid conclusions).*
- *Inductive Reasoning: the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).*
- *Critical Thinking: the use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.*
- *Solve problems, collect data, establish facts, and draw valid conclusions.*
- *Interpret a variety of technical instructions.*

## **Socioeconomic**

- *Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.*

## **Interpersonal**

- *Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.*
- *Service Orientation: Actively looking for ways to help co-workers, and or other businesses having questions, and demonstrate excellent self-control and confidence during interactions with others.*

## **Physical Demands**

- *Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.*

- *Reach with arms and hands.*
- *Use hands and fingers to operate keyboards and other office equipment.*
- *Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks.*

**Other:**

*Must demonstrate the Core Values of the Organization.*

*Demonstrate data entry and retrieval skills.*

*Demonstrate appropriate interpersonal skills to accomplish tasks.*

*Interpret federal and state rules and regulations.*

*Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance.*

***Must possess or be able to obtain a Level One Arizona Fingerprint Clearance Card.***

***Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance***

***Must be able to clear a background check with Arizona Child Safety Central registry.***

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting or Business Administration and two years of progressively responsible experience in accounting; or an equivalent combination of direct work experience and/or education equaling 4 years, that provides the knowledge, skills, and ability to perform required tasks.

Knowledge of Workforce Innovation and Opportunity Act requirements is preferred.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. This position requires extreme detail, accuracy, and the ability to evaluate and set timelines to meet necessary requirements while performing costs allocations on a vast amount of paperwork.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate for an office environment.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting or Business Administration and four years of progressively responsible experience in accounting; or an equivalent combination of direct work experience and/or education that provides the knowledge, skills, and ability to perform required tasks. Knowledge of Workforce Innovation and Opportunity Act requirements is preferred.

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