

APPROVALS:	
First Level:	Lynn Nelson
Second Level:	Brenda Olson
HR:	Jolene Selby
Date:	08/27/2021

## Accounting Technician

Division:	Accounting and Finance		
Department:	Accounting		
Reports to:	Accounting Supervisor		
FLSA Status:	Non-exempt	Location:	Helena

### Employee Acknowledgement:

I acknowledge that I have received a copy of this job description, reviewed it, and have had an opportunity to ask questions related to the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

<i>Employee Printed Name</i>	<i>Employee Signature</i>	<i>Date</i>

The following information describes the general nature of the position, the work to be performed, and the essential functions of the position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Nothing in this position description restricts the company's right to change, assign, or re-assign duties and responsibilities at any time or for any reason. Individuals must perform these position responsibilities in a manner that aligns with the Company's philosophy, mission, and values while focusing toward achieving the division's goals.

### Position Purpose:

Under general supervision, this position is responsible for accounts payable processing for Student Assistance Foundation, Reach Higher Montana and Workmosis Power companies. It is also responsible for Accounts Receivable invoicing, assembling and filing payroll information, and Automated Clearing House (ACH) transmissions. Other varied accounting and clerical duties will be assigned to the Accounting Technician by the Accounting Supervisor and the Controller.

### Job Specifications:

- **Minimum Education and/or Experience:**
  - One (1) year of experience in automated accounting and electronic spreadsheet environment including data entry
  - or an equivalent combination of education and experience.
- **Preferred Education and/or Experience:**
  - One (1) year of experience in computer Accounts Payable and Accounts Receivable processing.
  - Two (2) years (or 12 semester credits) of college level accounting course work including Principles of Accounting series or equivalent experience.
- **Knowledge, Skills, and Abilities:**
  - Understanding of accounting principles and procedures.
  - Proficiency in using Microsoft Word and Excel software.
  - Analytical ability to determine reasonableness of data being entered in accounting system.
- **Preferred Knowledge, Skills, and Abilities:**
  - Skill in reconciliation of financial information

- **Competencies/Dimensions:**

- Adaptability
- Aligning Performance
- Communication
- Continuous Learning
- Contributing to Team Success
- Customer Focus
- Decision Making
- Follow Up
- Information Monitoring
- Integrity
- Managing Work
- Meeting Participation
- Quality Orientation
- Work Standards

- **Working Environment:**

- This position functions in a normal office environment.
- May need to work at a computer daily for 8 or more hours at a time.
- Although unlikely, may need to work an on-call work schedule, including evening and weekend shifts.

- **Minimum Physical Requirements:**

- Sitting
- Grasping
- Feeling
- Lifting
- Needs to see documents/monitor/information resources on a daily basis
- Writing
- Pushing
- Pulling
- Using fingers
- Talking
- Repetitive Motions

### **Essential Functions/Key Result Areas:**

The following are essential job functions/key result areas. Performance of this position will specifically be measured using the employee's performance management plan.

1. Accounts Payable Functions. (1, 2, 3, 4, 5)\*
  - Coding of accounts payable invoices for proper classification.
  - Initial input and processing of accounts payable on automated accounting system, including preparation and processing of checks.
  - Code and key credit card charges for SAF and RHM employees monthly.
  - Works with other Accounting Department personnel in reconciling accounts and resolving problems relating to Accounts Payable, and Accounts Receivable for the preparation of monthly financial statements.
  - Maintains and reconciles petty cash fund.
  - Imaging of files.
  - Posts electronic payments to Great Plains as needed.
  - General accounting correspondence (written and oral correspondence relating to vendors and banks, etc.).
  - Processes 1099 forms at calendar year end for three companies; SAF, RHM and Workmosis Power.
2. Accounts Receivable Functions. (1, 2, 3, 4, 5) \*
  - Completing invoicing for internal SAF clients monthly and creates miscellaneous invoices as needed
  - Completing tenant invoicing for Workmosis Power monthly and emailing invoices.
  - Entering AR invoices and backup documentation into the imaging system in a timely manner.
3. ACH Processing Functions. (1, 2, 3, 4, 5) \*
  - Transmitting ACH files for employee reimbursements, payroll liabilities and other payments daily.
  - Preparing for Accounting Supervisor review and sending via ACH payroll liability payments on a bi-weekly basis, including HSA, retirement contribution, federal and state payroll taxes.
  - Imaging of accounting documents and correspondence, including ACH documents and bank deposit documentation.
4. Personal/Professional/Team Development. (1)\*
  - Ensure the coordinated, systematic and efficient implementation of the department's goals, the Corporate Philosophy and Values.
  - Maintain updated knowledge and understanding of company and departmental philosophies, regulations, and policies and procedures and how these impact team and corporate processes.

**The following functions and duties may be reassigned:**

1. Perform other job-related duties as assigned.

*\* The following criteria were used to review the position purpose in accordance with the Americans with Disabilities Act:*

1. Failure to perform this function may have serious consequences.
2. The performance of this function is the reason that the job exists.
3. There are limited employees among whom the performance of this function can be distributed.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. It is essential that employees work their normally scheduled work hours and time. Requested adjustments may not be available for this position.

**Additional Information**

- **Performance Measures:** Performance of this position will specifically be measured using the employee’s performance management plan.
- **Please Note:** This position description provides the reader with a concise summary of this job’s basic duties. Persons who perform this job may also be required to perform additional responsibilities not described in this position description.
- Overtime may be required. Nonexempt employees are not exempt from the Fair Labor Standards Act (Wage and Hour Act) and receive overtime pay for hours worked in excess of 40 in a work week. Exempt employees are exempt from overtime provisions as defined by the Fair Labor Standards Act. An exempt employee is expected to be on the job to any extent necessary to accomplish the objectives of the job and requires a twenty-four (24) hour responsibility with the company.
- Employees must maintain confidentiality.
- Employees must comply with the company’s policies and procedures and Code of Business Conduct.
- Employees are required to work normally scheduled work hours. Failure to work normally scheduled work hours will result in disciplinary action, up to and including termination of employment.
- Employees will perform requested job-related instructions and job-related duties which may not be listed in this position description.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the individual will possess the abilities and aptitudes to perform all accountabilities proficiently.
- Employees are required to provide a high level of service.
- Employees are required to work safely and use safe practices.

**Job Fit Facets:**

3	Achievement	1	Entrepreneurialism	3	Position/Status
2	Center of Attention	2	Formal Recognition	4	Practical Results
4	Challenging Work	2	High Involvement-Leader	2	Promotion Opportunities
2	Coaching Others	2	High Involvement-Member	3	Recognition for Expertise
1	Commission	4	High Responsibility/Accountability	3	Relationship Building
3	Compensation	2	Influencing Others	3	Standardized Work
4	Complexity	1	International Exposure	3	Task Variety
2	Continuous Learning	3	Interpersonal Support	1	Travel
5	Details	3	Physical Environment		

Based on a scale from 1 (few or no opportunities) to 5 (many opportunities) for these job fit facets in this position.