



## JOB DESCRIPTION

**TITLE: Accounting Technician**

**COLLEGE/SCHOOL/DEPT:** Business Office

**DATE PREPARED:** October 27, 2014

**REPORTS TO:** Director of Business Services

**FLSA:** Non-Exempt

### **POSITION SUMMARY:**

This position provides accounting support for the Business Office including transaction responsibilities involving the general ledger, accounts receivable, accounts payable, and reconcilements. This individual must be self-motivated, work unsupervised, and able to communicate and work effectively with a variety of individuals in a confidential and professional manner. This individual will be required to perform accurate and detailed work in a busy environment that may have pressures of deadlines, large workloads, and interruptions.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and customers. Work effectively using the operating practices of the Business Office and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Processes receivable and third party billings for a variety of accounts:
  - Childcare billings to parents and agencies
  - Third party billings for student accounts
5. Student Accounts:
  - Assist and provide backup for Student Accounts
  - Adding miscellaneous charges to student accounts, i.e. book charges.
  - Yearly submittal of 1098T's and IRS regulations
6. Maintain outstanding and stale dated checks. Prepare annual unclaimed property reports for the State.
7. General Ledger:
  - Reconcile multiple general ledger and bank accounts.
  - Miscellaneous ledger entries
8. Knowledge of accounts payable and purchasing. Provides back-up support for Accounts Payable.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.
2. Assists with daily deposits.
3. Supply ordering
4. Assists with record retention and filing.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:** Associate degree in accounting or business preferred. Equivalent job duties and experience may substitute.
- B. **Skills:** Competency in spreadsheet (excel) and word processing. Strong background in computer entry with an emphasis in accounting. Effective business office skills including written and oral communication. Ability to interact in a professional manner with employees, students, vendors, and other interdepartmental personnel. Must be able to work well with others in a team environment.
- C. **Abilities:** Individual must be able to work independently with minimal supervision. Must be able to work under pressure and complete deadlines. Must be able to communicate effectively by phone, email, and in person. Requires use of computer and keyboard.

Interested and qualified applicants may submit  
Heritage University Employment Application (*required*)  
and  
Resume and Letter of Interest and Three References to:  
humanresources@heritage.edu

OR

Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948

**Opened Until Filled**