

**CENTRAL TEXAS WORKFORCE BOARD
POSITION DESCRIPTION**

Class Title	Class Code	Salary Group
Accounting Technician III	1004	A15

Salary Range: \$35,976 - \$55,045

Internal Job Title: Accounts Payable Technician

WHO ARE WE

Workforce Solutions of Central Texas (WSCT) has been consistently recognized for being one of the "100 Best Companies to Work for in Texas" and has received 2021 HIRE Vets Medallion Platinum Award. We have competitive salaries, extensive opportunities for training and development, and fantastic benefits. Join us in our mission to "create futures by bringing people and jobs together."

YOU GAIN – BENEFITS

- Competitive Salary
- Medical Insurance, including Dental and Vision
- Life Insurance
- Tuition Assistance and Apprenticeship Options
- Vacation, Sick Leave, and Holidays
- Retirement

GENERAL DESCRIPTION

Performs/supports highly complex technical accounting work. Work involves performing detailed assignments in recording, classifying, examining, and verifying accounts payable records, documents, or reports. Works under limited supervision.

YOU WILL BE TRUSTED TO:

- Compute, analyze, prepare, and processes purchase or travel vouchers.
- Prepares payment, cash, general journal, and related vouchers.
- Assists with tracking invoices to ensure payments are made.
- Audit invoices and checks for accuracy, receipt of material, and compliance with purchase orders.
- Classify, code, post, and balance financial accounting documents and records.
- Compile statistical, financial, or accounting, pertaining to cash receipts, expenditures, accounts payable and receivable.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- May review and process Workforce Center operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.

- May assist in monitoring the budget.
- Perform related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Familiarity with accounting or bookkeeping principles. Graduation from a standard senior high school supplemented by college coursework in accounting is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.
- Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, to prepare financial and accounting records, and to communicate effectively.
- Skilled in the use of a personal computer and related office equipment.