



JOB INFORMATION

Job Code:	113411
Job Title:	Accounting Technician
FLSA Status:	Non-Exempt
Supervisory:	Leads employees performing similar work on a project basis.
Job Family:	Accounting
Job Family Group:	Accounting, Finance and Banking
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs a variety of accounting duties, e.g., processes, reconciles, monitors and reports accounting activity for a financial services, auxiliary, or administrative accounting unit. Work may be general in nature or very specialized. May act in a lead capacity.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Related bookkeeping/accounting experience.
X		Knowledge of bookkeeping/accounting practices and principles.
X		Ability to use a variety of bookkeeping/accounting software applications (e.g., databases, spreadsheets), as required.
	X	University accounting experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Sets up and maintains accounts, ledgers, journals, files, blanket requisitions, reports and/or other documentation for departmental or university accounts. Assists with month-end and year-end closings, as needed.				
Prepares and submits accounting documents for processing. Determines appropriate fund allocations and secures proper approvals.				
Enters data from various source documents into accounting systems. Reviews source data for completeness and accuracy prior to input. Ensures compliance with internal policies and external regulations and restrictions. Rejects and returns documentation as appropriate.				
Records, balances and reconciles account activity. Identifies potential problems and researches to provide background or comments. Produces and distributes related reports. Verifies accuracy of reports prior to distribution. Maintains documentation for audit purposes.				
Monitors outstanding or suspense items. Researches documents and follows-up to clear or adjust items.				
Performs one or more specialized accounting duties including, but not limited to, monitoring receivables, collecting past-due accounts, controlling cash or negotiable items and monitoring related inventory procedures.				
Records and reconciles income and expenses. Monitors actual performance to budget and prepares reports.				
Approves and processes budget amendments, account charges, expense transfers and closing entries and reports.				
Confers with faculty, staff, students, researchers or external contacts to provide information and/or resolve problems relating to financial transactions. Provides technical support for accounting issues.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.