



**SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES**

Post Office Box 96 · Courtland, Virginia 23837
Phone (757) 653-2692 · Fax (757) 653-9422

Accounting Technician

Job Summary: The Accounting Technician is responsible for processing accounts payable transactions and payment of all district credit card payments as well as accurate and on-time payment of payables.

FLSA Status: Non-exempt
Work Year: 12 months
Supervisory Responsibilities: None
Reports To: Director of Finance
Salary: Determined by education and experience

Education and Experience:

- Associate's degree in Accounting, Business, or Finance *or* experience in the field, required
- Bachelor's degree in Accounting, Business, or Finance, preferred
- Three or more years of related job experience, preferred
- Basic knowledge in accounting procedures and standards
- Strong Excel skills, and familiarity with other Microsoft Office software applications
- Experience working with the public

Required Skills/Abilities:

- Strong organizational/follow-up skills, attention to detail, and a high level of accuracy and planning skills
- Demonstrates the ability to work on multiple projects simultaneously and meets deadlines by setting priorities
- Adept at problem-solving and showing resiliency when faced with challenges
- Demonstrated customer service experience

Duties/Responsibilities:

- Processes accounts payable
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions
- Prepares payment checks and enters appropriate record information
- Utilizes the appropriate reports/tracking modules within the accounting software
- Extracts general ledger information
- Monitors accounts payable and receivable to ensure that payments are up to date
- Responds to vendor/employee questions about payments

- Reconciles report discrepancies and problems
- Codes data for input to financial data processing system according to company procedures
- Reviews, balances, and interprets computer reports, and makes corrections
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services
- Assures timely and accurate accounts payable processing
- Responsible for annual filing and distribution of 1099 tax forms
- Backs up the payroll clerk when needed
- Effectively manages, organizes, prioritizes, and adapts to changing priorities
- Keeps information accessible by sorting and filing documents
- Maintains and updates fixed asset/stewardship system when changes are received
- Prepares inventory and other year-end reconciling items for the fixed asset / stewardship listing
- Maintains a professional relationship, attitudes and work ethic
- Performs other related duties as assigned

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Southampton County School Board's policy manual.

Physical Requirements: While performing the duties of this job, the employee is regularly required to sit; use hands to finger handle, or feel: reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must have the ability to lift and/or move 10 to 20 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

To apply electronically, please visit <https://www.applitrack.com/southampton/onlineapp/>

Southampton County Public Schools is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws in employment or any of its programs or activities. The Compliance Officer for Southampton County Public Schools for the above statues is the Director of Human Resources. P.O. Box 96, 21308 Plank Road, Courtland, VA 23837, (757) 653-2692.