

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Account Technician*

**I. JOB INFORMATION**

**Job Title:** Account Technician (CS 05)

**Job Class:** 12141                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction performs a variety of transaction-related functions and provides specialized accounting support to the department by monitoring and reviewing financial transactions and working intensively with outside vendors and customers.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Monitors and makes payments for departmental expenses and travel, processes complex transactions, reconciles accounts with significant financial magnitude, contacts customers regarding past-due accounts, and audits accounts for compliance with policies.
- Manages payment of serial subscriptions and standing orders, authorizes and processes invoices, reconciles multiple financial statements and daily postings. Compiles financial statistics and maintains computer/paper files.
- Monitors records of financial transactions, financial entries in system, making corrections when necessary. Reviews and verifies monthly statements from vendors and publishers, investigate and resolves problems.
- Investigates and resolves complex problems with orders, identifies receipt problems, and communicates with vendors.
- Maintains complete and accurate financial records, verifies information approved, reconciles Financial Accounting System, and prepares reports.
- Initiates and prepares forms (e.g., encumbrances, vouchers, change orders, vendor files validations, warrant cancellations and transmittals, applications/affidavits for replacement warrants).
- Processes stop payments. Maintains revenue receipts and certificates of records disposals.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and four years of (FT) related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree

in a related field and one year of (FT) related work experience. Excellent verbal/communication skills. Budget management experience. Financial accounting system experience. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

12110

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*