

COOK INLET TRIBAL COUNCIL, INC.
JOB DESCRIPTION

Job Title: Accounting Technician II
Department: Accounting
Reports to: CITC Senior Accountant
Supervises: N/A
FSLA Status: Non-exempt, Full-time Regular
Effective Date of Hire: _____ End Date: _____

General Functions

The primary duties performed under the Accounting Technician II function include, but are not limited to: the accurate computation, classification, recording and verifying of various financial data used in maintaining accounting records; providing and processing financial support, transactions and reports and; compiling and maintaining accounts payable and accounts receivable records.

Duties and Responsibilities, including but not limited to:

- **Process a variety of financial documents** within a computerized accounting system, such as: financial transactions, invoices, checks, account statements, authorizations, journal vouchers, and purchase orders.
- **Compile and sort** invoices and checks.
- **Enter and post** daily cash receipts.
- **Verify and post** details of business transactions to the General Ledger.
- **Reconcile bank statements** as assigned.
- **Monitor accounts payable and accounts receivable** balances for current and timely payments/receipts.
- **Provide accurate coding** for entry into the financial data processing system.
- **Review computer generated reports** against manually prepared ledgers; research and reconcile report balance variances.
- **Compose** grammatically correct letters, memoranda, and other reports as requested.
- **Check and approve** all vouchers for payment.
- **Prepare checks** (including emergency check requests), print all accounts payable reports, maintain accounts payable files, and answer vendor inquires.
- **Prepare analysis of accounts**, assist in monthly closings, and assist with accounts receivable as requested.
- **Ensures client confidentiality** in compliance with 42CFR, Part 2 and HIPAA.
- Other tasks as assigned.

Internal / External Relations

- Maintain a positive working relationship with vendors/customers/clients
- Maintain a positive working relationship with CITC staff
- Participate in scheduled internal/external meetings/trainings as requested

Job Responsibilities Related to Patient Privacy

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Job Specifications:

- Excellent written and oral communication skills.
- Demonstrated ability to read and interpret documents such as: safety rules, operating and maintenance instructions and procedure manuals.
- Demonstrated ability to write routine reports and correspondence.
- Demonstrated ability to communicate effectively before various audiences.
- Excellent organizational skills and attention to detail.
- Thorough knowledge of accounting principles and procedures coupled with strong accounts payable skills.
- Demonstrated ability to work independently while maintaining efficiency and accuracy.
- Strong mathematical skills including addition, subtraction, multiplication, division, fractions, decimals, rates, ratios, percentages, and graphs.
- Demonstrated ability to understand and carry out instructions furnished in written, oral, and/or diagram form.

Qualifications:

- Associate’s degree in accounting, business administration, or related field.
- Three years of professional experience.
- Or combination of six years of related education and experience.
- Data entry experience.
- 10 key by touch.
- General Ledger reconciliation experience.
- Continued employment is contingent upon a satisfactory report from a state and federal background check.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

Employee Signature

Date

Supervisor’s Signature

Date