



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

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ACCOUNTING II/III

Finance Division

Accounting III | Grade 20 | \$35,515.33- \$59,243.72*

Accounting II | Grade 22 | \$39,231.01 - \$65,441.92*

Open: April 25, 2022 ▪ **Close:** Open Until Filled

**One position is available; to be filled based on the candidate's qualifications.*

RESPONSIBILITIES

Employees in this class are responsible for performing under the general supervision of the Controller. The **Accounting Technician** is designated with primary responsibility for tasks associated with Accounts Payable. Tasks are of more than average difficulty involving a large number of vendors and contractors and the preparation of periodic financial reports, all of which involve the application of good business management principles. Assignments are carried out using initiative, a high degree of independent judgment, knowledge of business principles and the use of computer-based accounting systems and spreadsheets.

EXAMPLES OF WORK

Accounting Technician II

- Establishes accounts with vendors, issues tax exempt certificates and researches Accounts Payable issues;
- Issues checks to vendors/suppliers/contractors on a weekly basis upon obtaining proper authorizations;
- Maintains accounts payable records utilizing the computer accounting software package;
- Assists in reconciliation of Balance Sheet Accounts, which includes reconciling Accounts Payable to the General Ledger at the end of each month;
- Monitors past due invoices and maintains filing system on weekly basis;
- Performs other Accounts Payable duties as required;
- Assists Procurement Card Administrator with monthly review, batch and import process;
- Prepares year-end audit schedules/reports and performs other support functions in preparation for the annual audit;
- Prepares cash deposits for all monies received by UOSA on a weekly basis;
- Performs other support tasks as required, including participation as member of the Finance Division Administration Team.

Accounting Technician III

- Works with vendors and contractors to research Accounts Payable issues;
- Assists in processing checks to vendors/suppliers/contractors on a weekly basis upon obtaining proper authorizations;
- Monitors past due invoices and maintains filing system weekly;
- Other Accounts Payable duties as required;
- Assists in research and preparation of annual budgets;
- Performs support tasks as required, including participation as member of the Finance Division Administration Team.



REQUIREMENTS

- **Accounting Technician II:**
 - Graduation from high school or GED along with 2-5 years experience in Accounts Payable are required, or any equivalent combination of experience, education and training which provides the required knowledge, skills and abilities is acceptable.

- **Accounting Technician III:**
 - Graduation from high school or GED is required. Prefer 1-2 years experience in Accounts Payable processing or any equivalent combination of experience, education and training which provides the required knowledge, skills and abilities is acceptable.

- Knowledge of Accounts Payable procedures, familiarity with computers and ability to learn associated computer applications.
- Ability to explain complex situations clearly and concisely; and ability to communicate courteously and tactfully with the public, vendors, and UOSA staff.
- Must be able to handle physical requirements of position to include walking, bending, stooping, lifting and carrying thirty pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

**DOE-Starting salary will be between minimum and midpoint in the range.*

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile.**

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.