

ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision, to perform accounts payable, accounts receivable, cash management and

Classified Job Description: Accounting Technician

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Prepares health benefits and retiree refunds for payment;

Prepares billings to outside agencies for services provided by the college;

Maintains a database of bad debt accounts; sends to collection as appropriate;

Conducts internal cash audits and assists with field audits on an assigned basis;

Assists department staff as needed for special projects and peak workload periods including preparation of the 1099 Tax forms

