**DEPARTMENT ACCOUNTING TECHNICIAN**

Reports to: Department Executive Secretary

Date: April 2025

The Accounting Technician performs a variety of complex administrative accounting tasks, applying accepted procedures to manage accounting and financial records, to produce financial records and reports and to support the Department Executive Secretary. This is a responsible position and requires initiative and independent judgement to ensure the efficient implementation and completion of all tasks assigned.

**Job Responsibilities**

* Process accounts payable and ensure that the cost center/account structure is recorded properly; assists in controlling annual expenditures; enters and prints checks and maintains proper internal controls per established policies.
* Processes all cash receipts, donations and contributions, designated payments and posting of membership payments.
* Records manual checks and voids checks.
* Prepares and manages invoices for annual fees (fidelity bond, etc.)
* Prepares, verifies and controls the entering of journal entries to the general ledger, performs tasks associated with the general ledger, monthly entries and prepares trial balance to verify accuracy of entries.
* Works directly with organization’s outside auditors in making year-end journal entries.
* Produces monthly and quarterly reports for the Department Executive Committee, Department Finance and Audit Committees.
* Posts monthly bank statements for investments to general ledger.
* Prepares checks and deposits as needed.
* Assists the Department Executive Secretary to provide support to the Department Finance and Audit Committees as requested and responds to questions from those committees.
* Serves as backup to other staff, performing duties as necessary.
* Performs other duties as assigned.

**Knowledge and Skills**

* Ability to participate in meetings as required, including some evenings and weekends such as Department Fall Conference, Department Executive Committee Meetings, Department Convention, Finance Committee Meeting, Annual Audit Review, and others as requested by the Department Executive Secretary.
* Excellent communication skills for working with vendors, staff and American Legion Auxiliary members in a professional, timely and courteous manner. Must be able to interact and communicate with all levels of the organization.
* Able to work at a fast-paced environment and multi-task to complete work on time.
* Must have a high level of interpersonal skills to handle sensitive and confidential situations.
* Proficiency in computer skills, working with Microsoft Office, QuickBooks and Outlook.
* Must be able to interact and communicate with all levels of the organization.
* Working knowledge of accrual accounting, automated accounting systems and have the ability to enter data accurately and prepare documents from the data.
* Good understanding of the American Legion Auxiliary mission, policies and procedures.

**Education and Experience**

* Degree in accounting or three years equivalent experience, preferably in a non-profit organization.