

FLORIDA HEART ASSOCIATES

JOB POSTING

ACCOUNTING TECHNICIAN – Full-Time

REPORTS TO: Director of Finance & Accounting

DUTIES INCLUDE, BUT NOT LIMITED TO:

- **Reviews accounts payable invoices, assigns vendor numbers and similar identifying data, and confirms correct accounting codes were used.**
- **Enters vendor information into accounting software system; verifies that invoice information is entered correctly.**
- **Issues payments to vendors as approved.**
- **Processes routine monthly payments as approved.**
- **Answers vendor questions by researching accounts.**
- **Prepares monthly inventory control reports.**
- **Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.**
- **Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.**
- **Creates reports regarding the current status of customer accounts as requested.**
- **Researches customer discrepancies and past-due amounts with the assistance of the Collections Manager and other staff.**
- **Collaborates with the Collections Manager to reconcile accounts receivable on a periodic (at least bimonthly) basis.**
- **Assists Accounting Manager in reconciling revenue accounts each month.**
- **Copies, files, and retrieves materials for accounts receivable as needed.**
- **Relays changes of information to appropriate employees.**
- **Perform other duties as assigned by supervising manager**

QUALIFICATIONS:

- **Basic understanding of bookkeeping practices and procedures.**
- **Proficient in Microsoft Office Suite or similar software.**
- **Experience with accounting software.**
- **Excellent organizational skills and attention to detail.**
- **Excellent written and verbal communication skills.**
- **Ability to follow verbal and written instructions.**
- **Ability to type 30 words per minute.**
- **Ability to plan, organize and coordinate work assignments.**
- **Ability to establish and maintain effective working relationships among staff and external customers**
- **Ability to work effectively as part of a team and function well independently**
- **Ability to perform routine mathematical calculations**
- **Ability to exercise independent judgment**

- **Ability to research information, analyze data and arrive at valid conclusions and recommendations**
- **Ability to communicate effectively and clearly both orally and in writing**

EDUCATION: High school diploma or equivalent required, with some bookkeeping coursework. Associate's degree preferred.

EXPERIENCE: One year of related experience required.

Florida Heart Associates is an Equal Opportunity Employer and is proud to be a drug and tobacco free organization.

Job Posting August 1 – August 8, 2022