

# Account Tech Job Duty Worksheet

Minimal Job Duty Description	What do you need to do your Job?	Detailed Job Duty Description
<p>Process invoices and employee expense reports for payment; reconcile accounts; forecast expenses; train new employees on correct accounting procedures.</p>	<p><b>Software:</b> SAP, MS Word and Excel</p> <p><b>Tools:</b> 10 key</p> <p><b>Equipment:</b> N/A</p> <p><b>Systems:</b> Accounts Payable (A/P), Accounts Receivable (A/R), grants, consultant payments, local agency payments, reconciliations, budget tracking, reporting, general ledger, auditing</p> <p><b>Rules/Regulations:</b> Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), State Fiscal Rules, State Financial reporting, State Auditor requirements, contract provisions, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements, business law</p> <p><b>Customers:</b> CDOT employees, vendors, consultants</p> <p><b>Misc:</b> N/A</p>	<ul style="list-style-type: none"> <li>Responsible for the monthly data entry and processing of approximately 200 utility bills, 30-40 consultant and 30 local entity A/P invoices, and employee expense reports in SAP; verify all invoices for correctness, completeness, compliance with contract provisions, FHWA, FTA, State Fiscal and Procurement rules, as well as within available budget. When errors are identified, determine best course to resolve the problem.</li> <li>Ensure all invoices are processed and paid within payment terms. Review all work to ensure accuracy, attention to detail, and adherence to all processes.</li> <li>Stay up-to-date on all SAP and invoice processing timeframes and deadlines; manage individual tasks and organize priorities to meet these requirements.</li> <li>Provide Procurement credit card administration, which includes maintaining account information, ensuring compliance of policy and procedures, reconciling accounts, reallocating funds and monitoring the online banking information.</li> <li>Reconcile accounts monthly using MS Excel and audit them for completed paperwork and correct controls. Research and respond to requests for information from HQ Accounting; fix any errors that are identified. Utilize knowledge of GAAP and GASB when performing all accounting job duties.</li> <li>Provide on-going, excellent customer service by phone, email, and walk-in to CDOT employees, vendors, and consultants. Be respectful and listen to each person's concerns and respond within 24 hours. Research missing invoices or payments. Train new employees and vendors on how to correctly complete their purchasing/accounting requests.</li> <li>Special Task: Served on HQ committee to review and rewrite A/P and A/R SAP procedures. Deliverables included: talked with various CDOT employees across the regions to identify issues; identified redundancies and assisted with writing sections of new procedures manual.</li> <li>Other job duties as assigned.</li> </ul>