



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Accounting Technician

Date: August 2024

Department: Finance

FLSA Status: Hourly, Non-Exempt

Reports To: Accounting Manager

Scope

Accounting Technicians provide technical support to organizational units responsible for receiving and disbursing funds and recording financial transactions (e.g., accounts payable, accounts receivable, payroll, special projects, and general accounting units).

The Accounting Technician applies a general to thorough knowledge of financial record-keeping methods, procedures, and practices to the processing and recording of financial transactions and information. Work is typically constant and well-defined. Work assignments have well established guidelines and are outlined in specific terms. Assistance is provided handling transactions that are not clearly covered by established company policy. Employees may work independently and exercise initiative and judgment in making decisions consistent with standard practice and established guidelines.

Essential Duties and Responsibilities

- Employees communicate established company policies and procedures to staff, suppliers, and customers, referring them to the appropriate staff member, or obtaining clarification from others when more extensive interpretation is required.
- Compile various documents, review for accuracy and completeness, and make correcting entries.
- Update, maintain and create spreadsheets including entering, revising, sorting, calculating, and creating tables; modify run and export queries.
- Provide input and assist with the modification and documentation of established procedures based on precedent and company policies.
- Balance and reconcile assigned accounts.
- Post information to journals, registers, and ledgers.
- Participate in the testing of financial software for upgrades and implementations as related to the position including such activities as testing transaction/data entry and data output.
- Review customer packaging or shipping requirements and ensure our processes comply.
- Maintain files and records.
- Enter codes and data into the computer and review computer reports for accuracy.
- Prepare billings and past due notices.
- Place holds, assess discounts and late fees, and process cancellations.
- Analyze and record transactions for write-off; assemble and compile data used in the generation of financial reports and/or analysis.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- 5 years preferred clerical accounting or financial record-keeping experience.
- College degree or courses, highly desired. High School diploma or equivalent, required and any combination of education and experience which provides the required knowledge and skills.
- General to thorough knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.
- Interpret, understand, and apply written rules and regulations.
- Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
- Must be able to apply accounting procedures and practices to the analysis of basic accounting problems.
- Apply problem solving techniques in finding solutions to basic accounting problems.
- Analyze and interpret accounting data.
- Use current computer and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, read and write English at a level appropriate to the position.
- Compute and post numbers rapidly and accurately.
- Maintain files and records; identify, trace, and correct errors.
- Work independently.
- Establish and maintain effective working relationships with others.
- Exercise tact, courtesy, alertness, and good judgment in responding to others.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing, and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.