

Accounting Technician III

This position will be responsible for managing accounts receivables, accounts payable, agency travel, back up to reception, and inventory management. This position will need to follow proper procedures and policies according to GAAP policies and guidelines. Responsibilities include but are not limited to monitoring accounts receivable aging to ensure timely payments, reviewing documents to determine proper accounting policies are followed, accurately inputting documents in MAGIC accounting system along with the proper supporting documentation, managing and maintaining agency inventory records and back-support as needed. This position will also have other administrative duties as assigned.

Required Experience

A high school diploma and 3-5 years of experience, working knowledge of Microsoft office

Preferred Experience/Qualifications

- Proficient in Microsoft Office Suite
- Familiarity with accounts receivable functions and related procedures
- Excellent attention to detail with strong organizational skills
- Ability to work independently as well as part of a team in a fast-paced environment
- Effective communication skills for interaction with colleagues across various departments
- Knowledge of accounting principles and accounts receivable processes
- Time management skills

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$33,600 - \$45,864.00 per year

Interested applicants should email their resume to recruiting@its.ms.gov and include the position title in the email's Subject Line.

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