

Job Title: Accounting Technician**Job Status:** Full-Time**Department:** Accounting**Job Grade:** 202**Reports To:** Accounting Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 10/1/2026**Location:** Customer Solutions Center

Position Summary

Under general supervision, the Accounting Technician performs a broad range of accounting, accounts payable, bookkeeping, procurement card administration, cash receipt, and clerical functions. This position is responsible for processing invoices and payments, maintaining vendor and financial records, assisting with account reconciliations, administering procurement card programs, processing ACH and check payments, and providing accounting support to internal departments. The position serves as a key resource in ensuring the accurate and timely processing of financial transactions while maintaining compliance with organizational policies and accounting procedures.

Essential Duties & Responsibilities

Accounts Payable Administration

- Review invoices for proper account coding, approvals, and payment method determination.
- Process invoices, ACH payments, EFT transactions, and check runs.
- Verify payment transactions and ensure timely payment processing.
- Sort, distribute, and mail payments.
- Maintain accounts payable filing systems and records retention.
- Respond to vendor inquiries and invoice payment status questions.
- Manage accounts payable inbox activities and related correspondence.
- Assist departments with account coding and payment processing questions.
- Process EFT enrollment forms and maintain vendor information.
- Review and maintain W-9 documentation and assist with annual 1099 reporting.
- Create journal vouchers and process invoice void transactions within the accounting system.

Procurement Card, Ghost Card, and Corporate Card Administration

- Monitor procurement card transactions and support month-end close activities.
- Follow up on outstanding expense reports and missing supporting documentation.
- Assist departments with procurement card coding and reconciliation issues.
- Import monthly procurement card transactions into the accounting system.
- Process ghost card payments, including data entry, tracking, balancing, and documentation retention.
- Submit card-related transactions and supporting documentation for approval.

Accounting and Financial Operations

- Review, process, and record disbursements, receivables, and other accounting transactions.
- Process miscellaneous deposits and cash receipts.
- Conduct petty cash audits.
- Assist with bank account and financial account reconciliations.
- Prepare reports and perform accounting calculations as required.

- Maintain accurate financial records in accordance with established accounting procedures and record retention requirements.
- Serve as department Records Liaison Officer and coordinate records management activities.

Administrative Support

- Provide administrative support to the Accounting Department.
- Answer inquiries from internal and external customers.
- Scan, file, sort, and maintain accounting documents.
- Serve as backup support for critical accounting functions during employee absences.
- Perform related duties and special projects as assigned.

General Responsibilities

- Work effectively in a collaborative team environment.
- Demonstrate professionalism, integrity, and dependability.
- Maintain confidentiality of financial and personnel information.
- Communicate effectively and courteously with employees, vendors, and the public.
- Adhere to organizational policies, procedures, and safety guidelines.
- Support departmental and organizational performance objectives.
- Exemplify organizational core values of Integrity, Stewardship, Culture, Teamwork, and Safety.
- Perform other duties as assigned.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School

Required Field of Study: General Studies

Diploma/GED

Other: Click or tap here to enter text.

Work Experience Time Frame: No Experience

Certification and Licensures Requirements

Click or tap here to enter text.

Other Minimum Qualifications

Click or tap here to enter text.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	☒	☐	☐	☐
AutoCAD	☒	☐	☐	☐
Crystal Reports	☒	☐	☐	☐
Microsoft Access	☒	☐	☐	☐
Microsoft Excel	☐	☒	☐	☐
Microsoft Word	☐	☒	☐	☐
Microsoft Publisher	☒	☐	☐	☐
Microsoft PowerPoint	☐	☒	☐	☐

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

- Calculator, telephone, copy machine, fax machine, computer

Physical Demands

Standing: Occasionally

- ☐ Making Presentations
- ☐ Observing Work Sites
- ☐ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Constantly

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☐ Calibrating Equipment

Walking: Occasionally

- ☒ To Other Departments/Office/Office Equipment
- ☐ Around Worksite

Lifting: Rarely

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Carrying: Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

Sitting: Constantly

- ☒ Desk Work
- ☒ Meetings
- ☐ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☒ For Files

Handling: Constantly

- ☒ Paperwork
- ☐ Monies

Kneeling: Rarely

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Never

- ☒ File Drawers
- ☐ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Rarely

- ☒ Stairs
- ☐ Ladder
- ☐ Step Stool
- ☐ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☐ Driving
- ☐ Observing Worksite

Foot Controls: Never

- ☐ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Never

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Bending: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Choose an item.

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
☐ Listening to Equipment

☒ From Computer to Telephone

☐ Getting Inside Vehicle

Talking: Choose an item.

☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Twisting: Frequently

Other: Click or tap here to enter text.

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	☒	☐	☐	☐	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☒	☐	☐	☐	☐	☐
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	☒	☐	☐	☐	☐	☐
Noise and Vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐	☐
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	☒	☐	☐	☐	☐	☐

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	☒	☐	☐	☐	☐
Chemical Hazards	☒	☐	☐	☐	☐
Electrical Hazards	☒	☐	☐	☐	☐
Fire Hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐

Communicable Diseases	☒	☐	☐	☐	☐
Physical Danger or Abuse	☒	☐	☐	☐	☐

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	☐	☐	☐	☐	☐
Emergency Situations	☐	☐	☐	☐	☐
Frequent Change of Task	☐	☐	☐	☐	☐
Irregular Schedule/Overtime	☐	☐	☐	☐	☐
Performing Multiple Tasks Simultaneously	☐	☐	☐	☐	☐
Working Closely with Others as Part of a Team	☐	☐	☐	☐	☐
Tedious or Exacting Work	☐	☐	☐	☐	☐
Noisy/Distracting Environment	☐	☐	☐	☐	☐

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's

ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date