

Accounting Technicians and Bookkeepers

Accounting Technicians and Bookkeepers are responsible for maintaining complete and accurate financial records of an organization. They handle day-to-day accounting tasks, ensure transactions are properly recorded, and assist in preparing financial reports. Their role is essential in keeping the financial system organized and supporting accountants in decision-making.

Duties and Responsibilities (Points):

- Maintain general ledgers and financial records
- Record daily financial transactions (income and expenses)
- Prepare trial balances and basic financial statements
- Manage accounts payable and accounts receivable
- Process invoices, receipts, and payments
- Reconcile bank statements and resolve discrepancies
- Assist in payroll preparation and tax calculations
- Monitor budgets and track financial performance
- Use accounting software for accurate record keeping
- Ensure compliance with accounting standards and regulations