

Apprentice – Accounting Technician

Position Title: Apprentice - Accounting Technician
Contract Term: Part time (up to 29 hours per week)
Accountable To: TMC Business Office personnel
Salary: \$15.00/hr (with upward progression in wage with successfully movement through the program.)

Summary of Position:

This position is primarily responsible for inventory of property, front counter, receiving packages for inventory, receipts, back up for accounts payable and purchasing.

JOB CHARACTERISTICS:

This is an office position that performs account maintenance, inventory and payable duties requiring a high level of accuracy, detail, timelines of records and accounts. Optimizes inventory control procedures, inspect daily deliveries, tag and record inventory. This position is backup for the purchasing function. Handle money daily, credit card transactions and receipt daily revenue. Must maintain confidentiality of sensitive information.

Supervision Received: Accounting program faculty and Business Office personnel (Accounting Specialist III) on a daily basis.

RESPONSIBILITIES:

- Ensure college policies and property inventory procedures are followed.
- Use software to record and document inventory accurately by ensure the tag number, description, location and relevant information of the capital and non-capital assets purchased or donated to the College are recorded and tagged.
- Ensure property transfers are accurate, have the proper authorization and recorded timely.
- Perform inventory counts of assets in departments/buildings, and reconcile the inventory account to the capital and non-capital asset records.
- Receive packages, inspect for damage, and tag for inventory if necessary daily. Clearly mark the packages of delivery destinations.
- Communicate with the employee or department that packages are ready for pickup or delivery.
- Assist in the preparation for Audits.
- Backup for Accounts Payable and assist in filing and maintaining revenue.
- Work under the direction of the Accountant Specialist III and in close coordination with other TMC employees and Business Office personnel.
- Maintains credit card log; responsible for keeping track of all credit cards checkout out through Business Office.
- Receive packages, tag and book inventory and completes physical counts.
- Issue receipts for monies to be deposited.

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- Complete all homework to build knowledge and skillset and to meet the requirements of the apprenticeship.
- Apprentices need to follow all rules established by their employer (TMC).
- Other duties as assigned or required.

SKILLS:

- Knowledge of Excel and Word.
- Aptitude to learn to operate computer software applications to include but not limited to inventory software, spreadsheet programs, Jenzabar and InfoMaker.
- Strong work ethic.
- Time management skills.
- Ability to follow instructions/orders.
- Willingness to work collaboratively with others in the business office.
- Plan, organize and/or prioritize daily assignments and work activities.

ABILITIES:

- Must be able to lift 50lb, push and pull large objects, bend, twist, kneel, crawl, or crouch in order to access inventory items and tag numbers

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Must be enrolled at TMC as an Accounting Technician or Business Admin student **OR** a graduate from a TMC Accounting or Business Admin Program.
- Strong desire to learn the Accounting field