

# ***CCD BUSINESS DEVELOPMENT CORPORATION***

## ***POSITION DESCRIPTION***

### **Position Information**

Title: **ACCOUNTING TECHNICIAN**  
Position:  New       Revised      Date: 2/2022  
Eligible for Overtime:  Yes       No      Non-Exempt

### **Basic Function**

To provide assistance and support with all Accounting Department activities. This position will be working to enhance productivity, ensure compliance with rules and regulations, and perform technical accounting and bookkeeping functions.

### **Working Relationships**

Supervised directly by the Accounting Manager/Assistant Director and will work with the Accounting Generalist in support of the Accounting Department and the CCD Management Team.

### **Principal Activities**

- Support Accounting Manager with daily duties as assigned.
- Support Accounting Generalist with daily duties as assigned.
- Communicate with Accounting Manager to determine daily responsibilities for ongoing projects.
- Help facilitate clear and consistent data communication between the departments.
- Be a knowledgeable resource in matters related to CCD organization programs and services.
- Exhibit excellent Time Management which will be a priority and necessity in this position.
- Responsible for process work related to the full-cycle accounting process.
- Assists in maintenance of the Corporation's payroll system, including all the insurances, retirement and tax reports and any others requested.
- Responsible for assisting in the preparation and presentation of the Corporation budget.
- Maintains Corporate Fixed Asset Inventory.
- Assists with preparing CCD reports, applications, and proposals.
- Assists with ensuring staff adhere to CCD policies and procedures.
- Assists with developing special projects as appropriate.
- Assists in seeking new sources of revenue to meet CCDs goals and objectives.
- Perform clerical tasks such as typing, copying, filing, and answering telephone.
- Miscellaneous duties as assigned.

### **Accountabilities and Priorities**

Performing duties in an accurate and timely manner.  
Communicating daily with the Accounting Manager & Accounting Generalist.  
Maintaining a positive image of CCD by being courteous, friendly, and professional.  
Maintaining a positive working environment with supervisors and peers.  
Be a critical thinker, ready to solve problems before they become obstacles.

### **Requirements**

High School Diploma or GED  
Must be flexible, detail oriented, able to work independently.  
Demonstrate proficiency with and working knowledge of Excel, Microsoft Word, Internet navigation and other word processing, spreadsheet, and database programs.  
Ability to perform basic technical accounting functions.  
Familiarity with Springbrook Financial Management Software is a plus.  
Excellent communication skills, oral and written.

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Excellent analytical and organizational skills.

Ability and willingness to work with confidential information and maintain confidentiality.

Personal skills, such as:

The ability to be a “team player”, as well as a “self-motivator”.

The ability to be flexible and able to change direction with very little notice.

The ability to work under the pressure of time constraints.

The ability to make decisions and solve problems without direct supervision.

The personality and the ability to function in a professional manner with a wide range of personalities.

The willingness to work hard for the good of the company.

Please email resumes to [b.rogers@ccdbusiness.com](mailto:b.rogers@ccdbusiness.com)

*Current Established Pay Scale Starting At: \$31,200*