

Sun Tran...driven to go the extra mile!



ACCOUNTING TECHNICIAN

OPENING DATE: July 25, 2025
CLOSING DATE: Open Until Filled
SALARY: \$19.36/hr-\$24.20/hr

We are seeking a detail-orientated Accounting Technician to support our organization's financial accounting records, budgeting and reporting processes. In this role, you'll perform a variety of routine accounting tasks such as journal entries, reconciliations and providing auditing support. If you thrive in a fast-paced environment and value accuracy and timelines, this is the opportunity for you.

QUALIFICATIONS:

Minimum of 6 months of post-high school education in accounting, finance or a related field. Minimum of 2 years of directly related accounting or financial experience. Proficiency with accounting software and Microsoft Excel. Experience with financial databases preferred.

MAJOR FUNCTIONS:

- Maintain and assist with auditing accounting records and reports
- Prepare journal entries and reconciliations
- Assist in budget development and monitoring
- Review financial data for discrepancies
- Support month-end and year-end closings
- Perform other duties as assigned

BENEFITS:

Benefits include health care coverage for employee and dependents, vacation, sick leave, paid holidays and a generous retirement plan.

TO APPLY:

You may fill out an employment application at 3910 N. Sun Tran Blvd. from 9am to 4pm, Monday through Friday. You may also download an application from our website at www.suntran.com, and fax it to (520)293-3348, or email it to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.

