



ACCOUNTING TECHNICIAN

Opening Date:	September 29, 2026
Closing Date:	Open until filled
Salary:	\$19.36/hr-\$24.20/hr

Sun Tran is 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 audit support. If you thrive in a fast-paced environment and value accuracy and timeliness, 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 employees and dependents, vacation, sick leave, paid holidays and a 401K retirement plan.

TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.