



Career Pathways: Financial Technician



Finance technicians are professionals who perform various tasks that relate to financial accounting for an organization. These technicians are required to provide monthly transaction reports and perform forecasts on their future budget requirements to ensure proper financial management for the organization. They must assist in preparing financial statements to analyze and summarize accounting data for the organization's senior management. Finance technicians must also research and resolve any disputes that involve financial transactions while informing the senior management about any financial discrepancies.



About Financial Technician

Financial technicians are responsible for ensuring that financial transactions are handled in an accurate and timely manner. They commonly work with a wide range of clients, including individuals, small businesses, corporations, and government agencies.



Key Tasks

- Managing financial operations
- Maintaining ledgers and financial documents
- Performing financial record-keeping functions
- Reconciling financial statements and verifying data
- Researching discrepancies in financial records
- Preparing financial reports
- Processing accounts receivable
- Assisting with annual budget preparation
- Assisting with the year-end audit
- Producing payroll
- Paying bills and accounts due for the organization
- Performing a variety of additional administrative and technical duties



Key Skills

- Computer Skills
- Detail Oriented
- General ledger skills
- Accounting skills
- Calculations
- Budgeting
- Cash flow management
- Tax planning



Education & Certifications

- Bachelor's degree in business administration, accounting, or finance
- Certification in Financial Management
- Certification in Management Accountant (CMA)



Local College/ University Programs

- University of Scranton
- Penn State Scranton
- Keystone College
- Marywood University
- Lackawanna College
- King's College
- Wilkes University
- Misericordia University



Industry Sector Employers

- Merrill Lynch
- Mariner Finance
- Prudential
- Citizens Savings Bank
- Community Bank
- NET Credit Union
- PNC Bank
- Tobyhanna Army Depot
- Fidelity Bank
- FNCB Bank
- The Honesdale National Bank
- People's Security Bank & Trust Co

**List above shows a sampling of sector employers and is not limited to the list above.*



Learn more about financial technician and other career pathways at ScrantonChamber.com

Sources:

- www.zippia.com/finance-technician-jobs/what-does-a-finance-technician-do/
- www.indeed.com/career-advice/finding-a-job/how-to-become-finance-technician
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