CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Fire Accounting Assistant** **UNION:1937**
SG:108
CS:Y
CLASS TITLE: **Accounting Assistant III** **FLSA:Y**
EEO4/SOCCODE:AS/43-3031
DEPARTMENT: **Fire Department**

JOB SUMMARY:

Performs various skilled and complex bookkeeping tasks for the Bellingham Fire Department according to established bookkeeping and accounting principles and procedures. Assists in providing statistical and financial support to City staff, contracted services and State agencies. Prepares or assists in the preparation of monthly, quarterly and annual financial reports as required by the City, granting agencies and the Finance Department. Responsible for all bookkeeping and accounting tasks for the contracted ambulance transport billing program, including billing, revenue, refunds, transport rates, revalidations, audits and data surveys. May be required to research applicable laws governing the administration and payment of contractual obligations. Monitors and maintains department budget and revenue collection. Performs back-up receptionist duties including providing general clerical support, answering phones and interacting with the public.

SUPERVISORY RELATIONSHIP:

Reports to the Administrative Manager who assigns, reviews, and evaluates work. Receives assignments, training and day-to-day direction from the Fire Accounting Technician. Work is performed independently under general supervision and the guidance of state and federal laws, City and Departmental policies, City and County ordinances, contracts, and codes.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs accurate and timely bookkeeping and accounting functions for the Fire Department's contracted ambulance transport billing services. Provides agency updates to vendor, such as transport units, call signs and cost centers. Reconciles and resolves daily and monthly receivables and payments with the bank, City Finance and billing vendor. Enters billing revenue data into the City financial accounting system and maintains accurate fund accounting related to billing revenue. Calculates annual transport billing rate adjustments based on CPI data; provides rate updates to contracted billing agency. Maintains effective relationships with contracted billing staff and internal City accounting staff. Provides effective communication and timely documentation to internal and external customers. Assists with transport revenue reports to department staff on a monthly basis, or as needed.

2. Reviews requests for refunds prepared by contracted billing vendor and approves based on relevant data; confirms accuracy of data, refund amount and payment to correct entity. Enters and submits refunds to Finance for payment. Provides timely and relevant refund transaction details to vendor.

3. Coordinates with contracted vendors to calculate the annual Cost of Transports (ACT) for the Ground Emergency Transport (GEMT) program. Collects, ensures accuracy of, and submits required expense and revenue data. Tracks and reports GEMT funds as required by Health Care Authority. Responds to inquiries regarding the GEMT program including general

questions, clarifications, close-out reports and other inquiries within area of expertise, or refers to appropriate person. Serves as primary point of contact for audits, as needed.

4. Gathers billing and other related data within area of responsibility and responds to billing audits and survey data from various agencies such as Health Care Authority, Centers for Medicare and Medicaid Services and Fire Chiefs association. Coordinates with Subject Matter Experts (SME) to prepare and gather other relevant response data.

5. Facilitates agency revalidation and credentialing renewals with various Medicare Administrative Contractors to maintain Medicare billing privileges. Gathers, enters and maintains licensing and credentialing information, staff assignments and other required information for BFD and Medic One.

6. Collaborates with contracted ambulance billing vendor for requests for medical records, search warrants, subpoenas, or attorney requests. Redirects requests to appropriate source or process as needed.

7. Coordinates appropriate bank lockbox access through Finance for contracted staff. Sets up and updates billing staff user access in report writing system.

8. Assists in preparation and monitoring of the annual budget for the City and County transport revenue projections under the direction of administrative staff. Gathers and summarizes data from records and other sources needed by staff to make projections for the upcoming year from records and other in-house sources. Compiles, categorizes, codes and verifies planned expenditures.

9. Reviews financial recordkeeping systems to recommend improvements in bookkeeping and accounting procedures. Provides information and feedback on program changes.

10. Assists other accounting staff by providing information on procedures or accounts.

11. Serves as backup Time Administrator for the Fire Department. Receives, reviews, codes, totals and corrects errors in bi-monthly time sheets. Maintains records of individual employee leaves, step increases, premiums, promotions, etc. May conduct annual vacation balancing and annual operational schedule entry and maintenance in City HRIS system.

12. Serves as back-up to the Fire Department Accounting Technician as needed.

13. Provides back-up receptionist coverage including providing general clerical support, answering phones and interacting with the public.

ADDITIONAL WORK PERFORMED

1. Provides general guidance regarding HIPPA.

2. Prepares job-related procedural task data.

3. Provides information and assistance to Department staff.

4. Performs other related duties of a similar nature and level within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- A working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- Computerized governmental accounting and audit practices applicable to work and BARS accounting system.
- Thorough knowledge of double-entry bookkeeping principles and practices.
- Various filing systems (computerized and hard copy) and ability to accurately maintain them.
- Working knowledge of HIPPA.

Skill in:
- Strong oral and written communication skills, interpersonal sensitivity and problem-solving skills for interacting with a diverse population including City employees, coworkers, contractors and the general public.
- Strong organizational skills.
- Strong computer skills including spreadsheet applications, word processing, database, and record keeping; ability and willingness to learn new applications and techniques.
- Basic math skills including the ability to add, subtract, multiply, divide and compute percentages. Ability to understand and apply basic mathematical formulas.

Ability to:
- Perform self-directed problem-solving.
- Organize and prioritize workload involved in maintaining several separate bookkeeping systems and programs with minimal supervision.
- Maintain accuracy and attention to detail.
- Meet established month-end and year end deadlines.
- Compile and tabulate statistical data and prepare reports and summaries for review.
- Understand and comply with City of Bellingham policies and procedures applicable to the position, such as those for accounts receivable, etc.
- Apply the Department's purpose, policies, procedures, functions and practices.
- Communicate effectively with other employees, agencies and the general public using courtesy, tact, diplomacy and good judgement.
- Perform repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Establish and maintain effective relationships with employees and outside agencies.
- Follow written and oral instructions, prioritize workload for completion in a timely manner and to work independently or as a member of a team depending on project needs.
- Tolerate stress and handle several tasks in an environment of frequent interruptions.
- Maintain client confidentiality.
- Independently research a variety of sources for information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, calculator;
  - Occasionally transport objects weighing up to 20 lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time spent at a computer workstation in an open concept office environment. Work is performed in an environment that experiences frequent interruptions, noise and distractions. This position has minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational course work in bookkeeping, accounting, business, or related area required.
- Two years progressively responsible bookkeeping/accounting experience utilizing computerized accounting systems and spreadsheets required.
- Ability to type at 45 WPM NET.
- Accounting experience in a municipal or public sector environment, including experience utilizing Budget Accounting and Reporting System (BARS), preferred.
- One year of experience with record-keeping and compliance monitoring for grant-funded contracts preferred.
- Advanced utilization of computer software applications, including spreadsheets, databases, and word processors preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.

PREPARED BY: K. Miller
E. Weinberg
3/24

REVIEWED BY: _____
Bill Hewett, Fire Chief