CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Bellingham Fire Department Accounting Technician** **UNION:1937**
SG:109
CS:E/P
CLASS TITLE: **Accounting Technician** **FLSA:Y**
EEO4CODE/SOCCODE:AS/13-2011
DEPARTMENT: **Fire Department**

JOB SUMMARY:

Performs various accounting functions for multiple funds within the Bellingham Fire Department and contractual accounting functions for Whatcom County Fire District 8. May be required to research applicable laws governing the administration and payment of contractual obligations. Assists in providing statistical and financial support to staff and State agencies. Prepares monthly, quarterly and annual financial reports as required by the departments, granting agencies and the Finance Department. Prepares other financial records for grants, including draw-down of funds from federal and state grants. Monitors grant performance in several areas, including payroll, prevailing wage labor standards and Federal grants, using independent judgment to make corrections or communicate concerns with outside parties. Assists with financial projections to department staff on a monthly basis or as needed.

SUPERVISORY RELATIONSHIP:

Reports to the Administrative Manager who assigns, reviews, and evaluates work. Works under general supervision and the guidance of state and federal laws, County/City ordinances and codes, and departmental policies. Serves as lead to the Fire Accounting Assistant.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains computerized record keeping system of expenditures and revenues, checking purchase orders, contracts and cash receipts for accuracy. Reconciles internal records against the appropriate County or City Finance Department financial database. Generates adjusting journal entries to create correcting adjustments and inter-fund reimbursements.

2. Processes accounts payable and receivable for the County and City Departments, utilizing appropriate BARS job cost codes or UAC’s. Reviews and interprets various contracts for method of payment; monitors invoices for compliance with individual contracts. Ensures completion of appropriate documentation for Public Works projects in accordance with the WAC's, RCW's, and contractual agreements. Prepares requisitions for services, supplies and projects. Maintains job cost codes. Acts as liaison with vendors and Purchasing for payment of services. Prepares contracts from bids and information obtained from department staff.

3. Assists Administrative Manager with yearly budget processes for the City and County. Assists with developing estimates, including cost research and rate calculations.

4. Submits reimbursement requests for funds for federal and state grants. Ensures billing is accurate and conforms with various laws and requirements Identifies costs; assigns accurate revenue codes to payments received. Researches and follows-up on delinquent accounts.

Reviews sub-recipient invoices for accuracy and contract compliance. Contacts sub-recipients for needed information.

5. Maintains Department credit cards and reconciles monthly credit card statements, ensuring appropriate supporting documentation is submitted to Finance Department.

6. Maintains records and adequate balance for petty cash accounts.

7. Serves as lead to the Fire Accounting Assistant. Organizes, assigns and monitors work; provides training, technical guidance and feedback. Provides feedback on employee performance to supervisor.

ADDITIONAL WORK PERFORMED

1. Performs clerical duties such as typing, word processing and editing, filing, copying, drafting forms and data entry/retrieval.

2. Prepares job-related procedural task data.

3. Provides back-up receptionist coverage.

4. Provides information, training and assistance to Department staff.

5. Performs notary public services on County and City documents.

6. 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.
- A working knowledge of computerized governmental accounting and audit practices, BARS accounting system. Strong knowledge of double-entry bookkeeping principles and practices.
- Working knowledge of governmental accounting and auditing procedures.
- Familiarity with the BARS system of accounting.
- Office principles and practices and ability to use a variety of office equipment, including computer, typewriter, multi-line electronic digital phone systems, copier, fax, etc.
- Various filing systems (computerized and hard copy) and ability to accurately maintain them.

Ability To:
- Perform self-directed problem-solving.
- Compile and tabulate statistical data and prepare reports and summaries for review.
- Understand and comply with City of Bellingham and Whatcom County District 8 policies and procedures applicable to the position, such as those for petty cash, purchase cards and travel reimbursement
- Strong ability to add, subtract, multiply, divide and compute percentages with accuracy; ability to use 10-key with speed and accuracy.
- Apply the Department's purpose, policies, procedures, functions and practices.
- Strong computer skills including spreadsheet applications, word processing, data base, and record keeping; ability and willingness to learn new applications and techniques.

- Strong oral and written communication skills, interpersonal sensitivity and problem solving skills for interacting with a diverse population including coworkers, program participants and the general public.
- Strong organizational skills.
- Ability to do repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Ability to follow written and oral instructions, to prioritize workload for completion in a timely manner and to work independently or as a member of a team depending on project needs.
- Ability to tolerate stress and to handle several tasks in an environment of frequent interruptions.
- Ability to maintain client confidentiality.
- Ability to independently research a variety of sources for information.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties of the position including:
  - Very frequent sitting;
  - Dexterity sufficient to perform paperwork manipulation and filing, and to operate a computer and other standard office equipment;
  - Ability to move self and occasional loads of up to 20 pounds short distances;
  - Close visual acuity sufficient to use a computer monitor and proof-read text;
  - Ability to communicate verbally in person and on the telephone

WORKING ENVIRONMENT:

Work is performed at a computer workstation in an open concept office environment. Working conditions include noise, frequent interruptions, and other distractions, with very low everyday risks working around and operating standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational course work in accounting, bookkeeping, business, or related area.
- Three years progressively responsible bookkeeping or accounting support experience utilizing computerized accounting systems and spreadsheets required, preferably in municipal government.

OR

- Four years of progressively responsible bookkeeping or accounting support experience utilizing computerized accounting systems and spreadsheets is required, preferably in municipal government.

AND

- 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.
- Typing at 45 wpm NET and ten-key by touch.

PREPARED BY: K. Clift
R. Christensen

REVIEWED BY: _____
Bill Hewett, Fire Chief

L. Klemanski
11/09
A. Sullivan
7/2014

REVISED BY: K. Miller
E. Weinberg 4/24
E. Weinberg 2/26