CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**FINANCE ACCOUNTING TECHNICIAN**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Finance**	**EEO4CODE:AS**

JOB SUMMARY:

Prepares financial information, reviews and enters accounting data including journal entries, and performs account and system reconciliations; analyzes financial data and audits reportable revenue of businesses. Prepares and posts financial data to Citywide financial systems and major revenue subsystems according to generally accepted accounting procedures. Interprets and enforces ordinances as they relate to accounting and finance. Independently carries out special projects and technical research. Provides administrative and logistical support to accounting and finance staff. Maintains accounting records; understands and applies City record retention policies. Provides high quality support and service to internal departments and the public.

SUPERVISORY RELATIONSHIP:

Reports to the Accounting Manager and Finance Officer. Works independently under the guidance of local and state laws, ordinances, regulations, City policies and contracts and public disclosure/privacy laws.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides accurate and timely accounting services to City departments and the public including the enforcement of taxation and licensing ordinances, and accounts payable services.

2. Reconciles bank accounts and various subsystems to the general ledger and other financial records. Performs daily, monthly, and annual approval, proofing and closing processes on financial accounting system.

3. Analyzes financial and tax data to ensure its accuracy and consistency. Provides analytical review of the work of others, including adjustments; performs desk audits to determine reporting discrepancies; and performs spreadsheet analysis.

4. Reviews and enters accounting data to the general ledger, revenue subsystems, accounts payable system, and other subsidiary ledgers and accounting systems.

5. Identifies and resolves billing, collection, payment and refunding issues and problem solves with customers. Gathers data from various systems and resources and coordinates efforts for resolution.

6. Provides administrative support to the Accounting Manager, Finance Officer and Finance Department staff

7. Prepares monthly reports, maintains statistical information and provides analysis for management review.

8. Reviews operating procedures for finance revenue collection and payable software, makes recommendations for improvements; maintains integrity of data; and generates tax returns, utility bills, and accounts payable checks and other reports.

9. Assists with presentations, correspondence and policy and procedure manuals using word processing, spreadsheets, databases, web-based sources, graphical software and other applications. Coordinates the distribution of accounting information to other departments.

10. Manages accounting records. Understands and applies City and Department record retention policies. Coordinates archiving of accounting records.

ADDITIONAL WORK PERFORMED:

1. Works on special assignments as required.

2. Provides Departmental assistance with general office back up as needed.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of, and the ability to apply, basic accounting principles and practices.
- Thorough knowledge of City ordinances and Departmental policies, procedures and contracts applicable to work performed.
- Strong computer skills, including financial accounting, spreadsheets, word processing, database management, graphics and web-based software.
- High literacy skills, including reading, business and technical composition, knowledge of standard English usage regarding punctuation, spelling, grammar and format.
- Excellent listening, oral and written communication skills.
- Ability to work quickly and accurately with strict attention to detail while processing a large volume of data.
- Ability to maintain the confidentiality of sensitive information and materials.
- Ability to work independently, exercising good judgment and complex problem solving skills.
- Ability to effectively plan and organize a heavy workload to meet critical deadlines.
- Ability to accurately add, subtract, multiply, divide and compute percentages.
- Ability to use a variety of office equipment, including 10-key, typewriters, multi-phone systems, copiers, etc.
- Ability to serve as a lead worker: training, assigning duties and overseeing the work of others.
- Willingness and ability to work a flexible schedule, including overtime when needed, to meet shifting workload requirements.
- 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 position.
  - Very frequent sitting;
  - Frequent keyboarding, gripping and clicking mouse;
  - Occasional standing, walking, bending and kneeling;
  - Some telephones, collating and filing;
  - Close visual acuity;
  - Ability to communicate verbally

WORKING ENVIRONMENT:

The work is performed in an office environment with extensive work at a computer workstation. Environment includes a normal range of noise and distractions with very low risk.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year college vocational courses in accounting, bookkeeping, business or related area.
- Three years of progressively responsible bookkeeping or accounting support experience utilizing computerized accounting systems and spreadsheets is 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

- High proficiency in using Microsoft Office.
- Keyboarding skills and ability to type a minimum of 45 wpm NET.
- Accurate ten-key skills of 160 spm NET.
- Familiarity with generally accepted accounting principles, governmental accounting and contract procedures preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check

PREPARED BY: C. Weinberg
8/10

REVIEWED BY:_____
Andy Asbjornsen, Finance Director

REVISED BY: E. Weinberg
12/24