CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**ITSD Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Information Technology Services**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of bookkeeping and financial record keeping duties for the Information Technology Services Department. Administers the City's telephone billing and monitors inter-departmental chargeback allocations. Assists Director in budget preparation and monitoring. Provides senior-level secretarial and general administrative office support for the Information Technology Services Department (ITSD) Director and staff. May act as lead worker to coordinate administrative support for the department, ensuring efficient operations.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Information Technology Services Director. Works under the guidance of state and federal laws, City ordinances and codes, and departmental policies. May act as lead worker for administrative support staff, providing guidance and day-to-day direction to lower-classified staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains full set of accounting books by compiling, recording and maintaining all financial data related to specific ITSD funds and operations. Analyzes and prepares statements, financial related reports and other necessary information as required. Performs departmental bookkeeping and accounting functions by preparing, maintaining, updating, and verifying financial records. Classifies records and balances income and expenditures to proper accounts in accordance with coding accounting systems and City procedures.

2. Prepares, reviews, and processes monthly City telephone billing statements for payment. Gathers billing statement information to analyze for further chargeback to City departments. Prepares and collates completed documentation for distribution to City departments. Works with telephone vendors to resolve billing issues. Monitors and maintains complex, City-wide telephone billing and internal use records; makes recommendations related to cost-effective setup or use of telephone equipment.

3. Works directly with telephone vendors, carriers, and internal staff to repair, maintain, and install new telephone services City-wide. Maintains City-wide telephone service records and files.

4. Assists ITSD Director in budget preparation. Prepares budget document and monitors and records budget expenditures which includes: gathering and compiling budget information; estimating the needs and costs for supplies and equipment; processing invoices, purchase orders, claims and reimbursements for payment; researching information needed for purchase requisitions; monitoring revenues and expenditures and determining areas of potential over or under expenditures; reconciling vendor accounts and initiating adjusting journal entries; analyzing budget reports and reconciling with departmental records.

5. Processes accounts payable for the department, including BTV10 (City's government television station) accounts, and reconciles expenditures to the monthly Claims Budget Report. Generates monthly invoices for other governmental agencies for network services and BTV 10 services. Processes departmental invoices and travel reimbursements for payment. Serves as custodian for ITSD purchasing cards and is responsible for monthly reconciliations. Maintains the petty cash funds for ITSD and BTV 10.

6. Maintains and processes departmental payroll and personnel records: processes payroll appointments, changes and all related forms; receives, reviews, codes, totals and corrects errors in monthly time sheets.

7. Organizes and coordinates departmental office and coordinates departmental work with other departments and governmental agencies. Coordinates department training. Coordinates and supports departmental logistics: schedules training, makes travel arrangements assists with expense authorizations, reservations and registrations; inventories, researches and orders office supplies, furniture and equipment; provides support for hiring and selection interviews; assists with office machinery and related questions, instruction, trouble-shooting, coordinating repairs; orients new employees to departmental procedures including time reporting, pay periods and paydays and general office arrangements; coordinates custodial or building maintenance problems.

8. Recommends, develops and coordinates improvements to forms, procedures and systems to increase the efficiency and effectiveness of the office. Edits and formats documents and correspondence; composes detailed letters and reports as needed. Records meeting notes for the Systems Steering Committee and ITSD Stakeholder meetings. Maintains a follow-up system on reports or actions that are required on a periodic basis. Post minutes and actions to internal databases and/or web sites.

9. Maintains telephone lists, including departmental emergency contact list. Annually verifies all City-wide entries in the City, SCAN and local telephone directories. Gathers all revisions, prepares, publishes, and distributes City Telephone Directory. Obtains SCAN numbers for new employees and maintains records for all employees.

10. Responsible for department's records system. Develops and maintains the office filing and recordkeeping systems. Sends and retrieves archival materials. Maintains accurate records of contracts, performance metrics, and other important documents, routing for signatures as required. Coordinates document retention processes, tracking retention of Department files for projects during the one-year maintenance period, including preparation of records, tracking record locations and eventual transmittal to Records Center.

11. Provides secretarial support for the Director and ITSD staff. Maintains follow-up system on reports or actions. Performs executive secretarial duties such as development and preparation of notes, correspondence, reminders and directives. Handles confidential and sensitive materials and screens for significance and immediacy of response. Develops familiarity with City policies and procedures, especially personnel policies and those related to department work. Provides information, recommends changes, interprets and implements administrative aspects of policies.

12. Assists supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of statistical data.

13. Greets visitors to the department, answers the telephone, provides information and handles paperwork, as needed.

ADDITIONAL WORK PERFORMED:

1. Performs backup time administration duties throughout the day and for vacation and sick-leave coverage: greets public, answers the telephone, provides information, and handles paperwork as needed.

2. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Thorough knowledge of double entry bookkeeping principles and practices.
- Knowledge of governmental accounting and auditing practices applicable to work performed.
- Skill in applying bookkeeping and accounting principles to prepare accurate and timely reports and detailed account records.
- Extensive knowledge of office procedures, use of standard office equipment and computer software.
- Excellent literacy skills including knowledge of standard English usage, composition, punctuation, grammar, spelling and letter format. Ability to apply this knowledge in one's own writing as well as proofread and edit the work of others.
- Strong computer skills using software programs: Cayenta, City budgeting software, word-processing, spreadsheet, and database applications and management. Ability and willingness to learn new applications and techniques.
- Excellent customer service skills for interaction with co-workers and general public and to remain calm in stressful situations. Ability to communicate effectively and to provide clear explanations on procedures and regulations while utilizing good interpersonal skills, courtesy, tact and good judgment
- Ability to work independently with a minimum of supervision and perform duties thoroughly and accurately and handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment with frequent interruptions.
- Willingness and ability to maintain confidentiality of sensitive information.
- Ability to gain a working knowledge of the purpose, practices and policies of the Information Technology Services Department and to apply practically as appropriate.
- Ability to gain expertise in phone system usage, phone products available to employees and provide phone-related assistance to all departments.
- Ability to provide instructions to vendors or staff to move/add/change/repair phone-related services based on department requests.
- Ability to research, interpret and reconcile budget, accounts payable, and purchasing information.
- Ability to interpret complex telephone invoices and setup requests and recommend cost-effective options or changes
- Demonstrates the Public Service Competencies of service orientation; results orientation; and, teamwork and cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse and phone;
  - Frequently communicate with City staff and the public;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a normal range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of vocational training in bookkeeping, business, and/or secretarial skills.
- Two years of computerized bookkeeping/accounting support and financial record-keeping experience with a business or public entity required.
- Proficiency in the use of computer software to include: MS Office, word processing, spreadsheets, computerized record keeping systems, financial and budget systems, and file management applications required.
- Keyboarding at 45 WPM net required.
- 10-key by touch.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: J. Merget
L. Hill
2/07

REVIEWED BY: _____
Marty Mulholland, Director
Information Technology Services

REVISED BY: M. Mulholland
L. Klemanski
9/09

COMMISSION ALLOCATION: September 16, 2009