CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Museum Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Museum**	**EEO4CODE:AS**

JOB SUMMARY:

Responsible for a wide-range of complex financial data for both City and Museum Foundation operations. Prepares, maintains and posts to general ledgers and special ledgers using generally accepted accounting procedures. Prepares and analyzes financial reports for City, Foundation and state mandates. Performs senior level administrative duties for personnel and financial records including payroll operations and department cost and performance analysis.

SUPERVISORY RELATIONSHIP:

Reports to the Museum Director. Works independently under the guidance of Museum and City policies and procedures. Supervises the work of volunteers assigned to the accounting office.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains and analyzes financial data for both the City and Museum Foundation accounting operations.

2. Maintains accounts for all incoming revenues and expenditures. For revenues, coordinates billing, receipting, banking and updating of account records. For expenditures: prepares and processes department purchase requisitions and maintains accounts payable records; receives purchasing requests and allocates items to appropriate fund, verifies totals on invoices and processes payments, maintains related records.

3. Maintains computerized financial recordkeeping systems for all revenues and expenditures for the Museum. Reconciles monthly budget printouts and bank statements and prepares monthly, quarterly and annual financial statements and reports.

4. Maintains department petty cash funds and donation boxes.

5. Prepares forms for the annual budget for both the City and Foundation, with input from staff. Gathers information needed by staff to make projections for the upcoming year. Compiles, categorizes, codes and verifies planned expenditures.

6. Monitors and maintains budget records for both the City and Foundation. Records all expenditures, reconciles budget with monthly payments, processes budget transfers, changes and journal entries. Provides managers regular budget reports.

7. Compiles information to complete quarterly tax reports.

8. Coordinates with City departments and outside accounting firms in preparing for the year end audit of Museum Foundation records.

9. Maintains and processes payroll records for both City and Foundation employees. Receives, reviews, totals and corrects errors on employee time sheets. Runs and analyzes reports each pay period to verify compensatory time usage, leave accruals and usage, time entry errors and union eligibility status. Processes personnel forms for new hires, promotions, terminations. Answers payroll and benefit related questions from departmental employees.

ADDITIONAL WORK PERFORMED:

1. As assigned, performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge

- Knowledge of federal and state reporting requirements and other applicable laws, City ordinances, City and departmental policies and procedures, and union contract provisions.
- Knowledge of financial record keeping and accounting principles and practices applied to full charge posting and closing of financial records.
- Knowledge of business English including grammar, punctuation, spelling, composition, and letter format.
- Working knowledge of governmental and fund accounting and auditing practices applicable to the work performed.

Skills

- Strong computer skills and ability to utilize a variety of computer software applications including accounting software, database products, spreadsheet applications and word processing. Ability and willingness to learn new applications and techniques.
- Time management, assertiveness, stress tolerance, critical-thinking and problem-solving skills.
- Good interpersonal skills including the ability to work and communicate with co-workers using courtesy, tact, and good judgment.

Abilities

- Ability to perform consistent and accurate math skills including the ability to add, subtract, multiply, divide, and compute percentages.
- Ability to utilize a ten-key calculator with speed and accuracy.
- Ability to maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Ability to maintain accuracy and attention to detail in an atmosphere of frequent interruptions.
- Ability to prioritize own work load and work independently with minimum supervision.
- Ability to operate a variety of standard office equipment including computer terminal, shredder, copier, fax, electronic telephone system, typewriter.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation
- Ability to maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
  - hearing acuity and verbal ability sufficient to communicate using a telephone;
  - dexterity and near distance visual perception sufficient to operate office equipment, including a computer, and to handle files and paperwork.

WORKING ENVIRONMENT:

Work is performed in a low risk office environment and requires sitting and using computer terminal or telephone for extended periods of time. Work is subject to interruptions and distractions.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year college or vocational courses in automated accounting systems
- Three years progressively responsible accounting support experience or any combination of experience and education which provides the applicant with the desired knowledge, skills and ability required to perform the job, and including one year experience in fund non-profit, government, grants, capital project or construction fund accounting procedures.
- Proficient use of computer and software for accounting systems, data entry/retrieval, spreadsheet applications, presentations and word processing required.
- Experience in computerized accounting programs required
- Experience maintaining and processing payroll records preferred.
- Accounting experience in a municipal or public sector environment preferred.

NECESSARY SPECIAL REQUIREMENT:

- Must pass a police security background check prior to hire.
- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire.

PREPARED BY: Wendy Rundel
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