CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Parks Contract Accounting Technician**	**UNION:1937**
		SG:9
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation – Design and Development**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of accounting support, contract documentation and financial record keeping duties for multiple budgetary programs within the Parks and Recreation Department with a primary focus on supporting the accounting needs of the Design and Development Division. Maintains accounts and records for multi-year capital projects and financial data related to state and federal grants. Assists in researching applicable laws governing the administration and payment of contractual obligations and purchasing requirements.

SUPERVISORY RELATIONSHIP:

This position reports to the Parks and Recreation Administrative Coordinator. Works independently under general supervision and the guidance of applicable federal, state and local laws, contractual agreements and City and departmental policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Works with the Design and Development manager and project managers to monitor capital project funds, grants and budgets under the jurisdiction of the Parks and Recreation Department.

2. Develops and maintains project checklists for capital construction projects with multiple funding sources. Maintains financial records; tracks and maintains job costing, ensures expenses are allocated to the appropriate job ledger codes and initiates journal entries as needed. Tracks project change orders and purchase order balances. Assists in researching and maintaining compliance with complex purchasing and contract requirements such as job order contracting (JOC), indefinite quantity, indefinite delivery contracts (IDIQ) and prevailing wage requirements.

3. Tracks expenditures for grant billing, prepares reports, grant reimbursement requests for funds and annual grant accountability worksheets. Ensures completion of appropriate documentation for construction projects. Compiles and maintains data and assists in the preparation of quarterly and annual grant reports.

4. Monitors department project retainage including verifying retainage calculations, coding, ensuring contractor checklist requirements are obtained and determining active and closed projects. Coordinates with Finance Department to reconcile retainage on a monthly and annual basis.

5. Prepares adjusting journal entries for capital project related staff labor reimbursement from appropriate capital fund.

7. Assists in yearly budget process by compiling capital budget information. Identifies multi-year projects for inclusion into the budget re-appropriation process and outstanding purchase orders.

8. Works with Engineering and Operations personnel to coordinate additional budgetary information requested as needed.

9. Assists in researching and maintaining compliance with complex purchasing and contract requirements such as job order contracting (JOC), indefinite quantity, indefinite delivery contracts (IDIQ) and prevailing wage requirements. Consults with Project Managers, Purchasing and Finance Department Staff to ensure completion of appropriate documentation for construction projects in accordance with applicable laws, guidelines and contractual agreements.

10. Processes Design and Development Division accounts payable and accounts receivable utilizing appropriate BARS code, UAC or JL code. Processes purchase order payments and ensures accuracy of invoices. Prepares requisitions, pay files, contracts and task orders. Posts and reconciles journals and other records.

11. Provides financial and process support for leases, licenses, interlocal agreements and other contracts for the department.

ADDITIONAL WORK PERFORMED:

1. Composes correspondence related to projects and prepares job-related procedural task data.

2. Provides back up to the Parks and Recreation Accounting Technician.

3. Provides general clerical support as needed, including answering phones and interacting with the public.

4. Performs other related duties as assigned within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:
- Working knowledge of double entry bookkeeping practices, accounting principles and office procedures.
- Working knowledge of governmental accounting and auditing procedures.
  Familiarity with the BARS system of accounting.
- Working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- Working knowledge of computerized accounting, electronic spreadsheets, database, word processing software and mainframe computer systems.
- Familiarity with construction and engineering terminology.

Ability to:
- Apply fundamental accounting principles to the maintenance of account records and reports.

- Perform self-directed problem-solving.
- Compile and tabulate statistical data and prepare reports and summaries for review.
- Complete arithmetical computations accurately and rapidly.
- Coordinate, prioritize and complete multiple tasks simultaneously.
- Meet specified deadlines.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- Physically 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:

Duties are primarily performed in an office environment and include sitting and utilizing a computer terminal for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational course work in accounting, business, or related area required. APWA Contracting Accounting Specialist Certificate preferred.
- A minimum of three years bookkeeping/accounting experience utilizing computerized accounting systems and spreadsheets required.
- A minimum of one year experience with record-keeping and compliance monitoring for grant-funded contracts preferred.
- Accounting experience in a municipal or public sector environment preferred.
- Experience utilizing BARS accounting system preferred.
- Familiarity with engineering and construction terminology and concepts preferred.
- A combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check and child and adult abuse records check.

PREPARED BY: A. Sullivan
4/22

REVIEWED BY: _____
Nicole Oliver, Director
Parks and Recreation