CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Parks and Recreation Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of accounting support and financial record keeping duties for multiple budgetary programs within the Parks and Recreation Department. Provides accounting support to Parks management staff. Prepares and maintains departmental budget documents and records. Prepares financial reports and data to support department operations. Maintains accounts, performs reconciliation and initiates journal entries. Processes accounts payable and accounts receivable; reconciles payments and prepares deposits. Serves as liaison with Finance Department staff and main point of contact for the Parks Department for financial systems. Independently carries out special projects and technical research.

SUPERVISORY RELATIONSHIP:

Reports to and receives direction from the Parks and Recreation Administrative Coordinator and other management staff. Works independently under general supervision and the guidance of applicable federal, state and local laws and City and departmental policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists the Parks and Recreation Director and other management staff in budget preparation and maintenance. Compiles budget information, enters data into the budgeting system and prepares reports and presentation materials. Analyzes budget reports and reconciles with departmental records; monitors revenues and expenditures, reconciles program budget report, and processes budget transfers, changes and journal entries.

2. Reviews Parks Department daily cash, check, and credit card transactions. Prepares deposit paperwork and ensures delivery to the Finance Department. Audits cashier transactions such as cancellations, discount coupons, adjustments to price of admission, passes, and certificates to ensure compliance with policies and procedures. Prepares related financial reports, performs revenue and tax reconciliation of accounts in Parks Point of Sale and Finance Enterprise systems, adjusts G/L coding and posts adjusting journal entries as needed. Processes customer refunds, reviews special requests, scholarships, and membership extensions. Works with Finance Department to develop and implement appropriate internal financial controls.

3. Processes accounts payable and accounts receivable for the Administrative and Recreation Divisions utilizing appropriate BARS code, UAC, or JL code. Verifies accuracy of invoices, processes purchase order payments and uploads appropriate documentation. Reviews and reconciles fee adjustment reports and accounts receivable. Maintains and reconciles credit card receipts. Prepares and processes requisitions, pay files, contracts and task orders.

4. Serves as primary point of contact for the Parks and Recreation Department in the use of financial systems and databases. Coordinates with Finance Department and Information

Technology Services Department staff to implement new processes, procedures and protocols, resolve issues and meet goals.

5. Analyzes departmental accounting processes, procedures and systems; recommends and implements process improvements to meet accounting requirements, goals and objectives.

6. Prepares a variety of financial reports and reviews for proper coding. Makes coding adjustments and initiates journal entries in the finance enterprise system as necessary. Reviews monthly remaining balance reports. Researches any anomalies, making corrections as necessary.

7. Prepares expenditure and balance reports for revenue funds reflecting department bonds and levies. Imports Park Impact Fee collection data to database to track expenditure by neighborhood. Checks Park Impact Fee collection data for accuracy and requests corrections.

8. Under the direction of the Administrative Coordinator, reviews and interprets various contracts and leases. Tracks and calculates lease payments, increases and taxes. Monitors invoices for compliance with contracts.

9. Identifies and resolves billing, payment, delinquent accounts and refunding issues. Gathers data from various systems and resources and coordinates with customers and other City staff to ensure resolution.

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

ADDITIONAL WORK PERFORMED:

1. Serves as Department contact during the State audit. Provides information and documentation to State Auditors as requested.

2. Provides general administrative and clerical support on an as needed basis, including answering phones and interacting with the public to process payments, registrations and donations.

3. Performs related duties as assigned within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- A thorough knowledge of double entry bookkeeping practices, accounting principles, BARS manual and office procedures.
- General knowledge of governmental accounting and auditing practices.
- A working knowledge of Department operations and procedures; pertinent federal, state and local regulations including procurement requirements for public agencies.
- Knowledge of modern office methods and ability to operate standard office equipment, such as calculator, electronic phone systems, computers.
- Knowledge of various filing systems (hard-copy and computerized) and ability to accurately maintain them.

- Skill in the application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Basic math skills including the ability to add, subtract, multiple, divide with accuracy.
- Strong computer skills including data entry/retrieval, spreadsheet applications, databases and word processing. Ability and willingness to learn new applications and techniques.
- Ability to read, understand laws, ordinances, policies and procedures applicable to scope of work.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Ability to work independently to organize and prioritize work to meet deadlines with a minimum of supervision.
- Ability to coordinate, prioritize and complete multiple tasks simultaneously while maintaining accuracy and attention to detail.
- Ability to work with frequent interruptions.
- Ability to independently investigate, evaluate and recommend solutions to accounting- related problems.
- Ability to compile and tabulate statistical data and prepare reports and summaries.
- Working knowledge of computerized accounting, electronic spreadsheets.
- Ability to apply standard business English usage, spelling, grammar and punctuation.
- Ability to establish and maintain effective working relationships with employees and other agencies and the public.
- Ability and willingness to make recommendations to improve routines and procedures related to assignments.
- 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 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 at a computer workstation in a low-risk business office setting.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational course work in accounting, business or related area required.
- Two years of computerized bookkeeping/accounting support and financial record-keeping experience with a business or public entity required.
- Demonstrated proficiency in the use of computer accounting systems, spreadsheet applications and word processing required.
- Experience working with the State of Washington Budgeting, Accounting and Revenue System (BARS) preferred.
- A combination of experience and education which provides the applicant with the knowledge, skills, and abilities necessary to perform 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: D. Smith 10/21
8/00

REVIEWED BY: _____
Nicole Oliver
Director, Parks and Recreation

REVISED BY: J. Spear
08/00
L. Hill, P. Leuthold, J. Moore
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