CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Police Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Police**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of bookkeeping and financial record keeping duties for the Police Department. Under the oversight of the Police Administrative Coordinator, maintains financial data related to grants and funds, including the preparation of quarterly and annual reports required for State and federal grants. Includes preparing requisitions, assisting with compiling the department budget under the direction of administrative staff and maintaining it through the year, and maintaining and verifying time sheets and other payroll records. Maintains a variety of computerized accounting records for the Police Department. Provides backup clerical duties for the Police Administrative Coordinator.

SUPERVISORY RELATIONSHIP:

Reports to and receives supervision and direction from the Police Administrative Coordinator. Works independently under the guidance of state laws, City and departmental policies and procedures, and union contract provisions.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Prepares and processes departmental purchase requisitions: receives requests from staff for equipment and supplies; allocates and codes items to appropriate program; verifies totals on invoices and performs data entry; maintains related records.

2. Assists in preparation of the annual budget under the direction of administrative staff. Gathers information needed by staff to make projections for the upcoming year from records and other in-house sources. Compiles, categorizes, codes and verifies planned expenditures.

3. Monitors and maintains budget records: records all expenditures; reconciles Program Budget Report with monthly payments; processes budget transfers, changes, and journal entries.

4. Maintains and processes departmental payroll records: receives, reviews, codes, totals and corrects errors in monthly time sheets; maintains compensatory time records and calculates overtime pay when appropriate; maintains records of individual employee step increases, longevity pay, promotions, special duty pay, etc.

5. Maintains records of and processes appropriate forms for travel claims, clothing allowance reimbursement, gasoline usage, and other departmental expenditures. Reviews fit-for-jail bills to determine department responsibility for payment.

6. Maintains revenue accounts for incoming monies in payment of licenses and other services provided by Records Bureau. Processes related forms. Sends checks to federal or state agencies as appropriate. Coordinates billing, receipting and updating of account records. Reviews accounts receivable for delinquencies and initiates proceedings to meet legal requirements.

7. Compiles and maintains data to be used in accordance with grant requirements. Prepares quarterly and annual reports required by State and federal agencies for grants and audits.

8. Computes costs of special services provided by officers or Communications Center to businesses or other organizations; prepares and mails billings; monitors receipt of funds and maintains appropriate records.

9. Reviews financial recordkeeping systems to recommend expedient improvements in accounting procedures.

10. Assists accounting staff by providing information on detailed procedures or accounts. Prepares adjusted journal entry information for accounting staff.

ADDITIONAL WORK PERFORMED:

1. Performs clerical tasks in the absence of the Police Administrative Coordinator.

2. Assists with review of new software and advises supervisor of possible applications.

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

4. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Federal and state reporting requirements and other applicable laws, City ordinances, City and departmental policies and procedures, and union contract provisions.
- Working knowledge of bookkeeping and financial record keeping principles and practices.
- Thorough knowledge of City budgetary processes.
- Standard office practices and procedures including ability to file alpha-numerically, indexing, cross reference methods, etc.
- Good working knowledge of standard office equipment operation including shredder, copier, fax, electronic telephone system, and computer.

Skill in:
- Strong computer skills including data entry/retrieval, spreadsheet applications and word processing.
- Good interpersonal skills including the ability to work with co-workers using courtesy, tact, and good judgment.
- Good oral and written communication skills.

Ability to:

- Ability to maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Work independently and prioritize workload to carry out the responsibilities of the position.
- Utilize computerized information systems, and proficient use of word processing, spreadsheet, and database programs.
- Operate a 10-key calculator with speed and accuracy.
- Add, subtract, multiply, divide, and perform basic statistical calculations.
- Work with a high degree of accuracy and attention to detail and follow detailed procedures.
- Function effectively in an advanced technology environment and contribute to the Department's overall mission and goals.
- Willingness and ability to maintain confidentiality of sensitive information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasionally transport objects weighing up to twenty-five (25) pounds.

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.
Employees will be regularly exposed to weapons and may occasionally be exposed to disturbing or sensitive dialogue, materials or photographs.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year college or vocational courses in accounting, business or related area.
- Two years of progressively responsible computerized bookkeeping and financial record keeping experience with a business or public entity required.
- Keyboarding skills at 40 wpm NET required.
- Proficient use of computer accounting systems, spreadsheet applications and word processing required.
- Experience utilizing BARS accounting systems preferred.
- A combination of experience and education 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 convictions check, background investigation, polygraph examination and fingerprinting. Subject to re-check every five years.

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