CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**What-Comm Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Police**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of bookkeeping and financial record keeping duties and provides administrative office support for the What-Comm Communication Center. Coordinates services to assist the Director of the What-Comm Communications Center and facilitates day-to-day activities. Work involves handling sensitive communications and materials. Also provides office support services to the What-Comm Deputy Director.

SUPERVISORY RELATIONSHIP:

Reports to the Deputy Director of Operations of the What-Comm Communications Center, but also receives direction from the Director of What-Comm (Deputy Chief of Services). Works under applicable City, What-Comm Center, and other regulations, policies, procedures, and guidelines.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Serves as the Center's bookkeeping and accounting functions by preparing, maintaining, updating and verifying all related financial records. Processes invoices and travel reimbursements for payment; maintains records on expenditures. Maintains Center's petty cash fund. Prepares invoices for 911 recordings.

2. Prepares and processes the Center's purchase requisitions. Codes, verifies, totals, and maintains records. Gathers information needed for purchasing decisions. Inventories department supplies and purchases office supplies and equipment as needed.

3. Calculates user agencies fees and prepares law enforcement and fire user agencies quarterly billings. Tracks and monitors 911 phone tax and other revenues. Codes and processes revenue.

4. Prepares annual Fire/Aid and Interfund billings. Reviews CAD reports to determine number of calls in each agency's jurisdiction. Calculates first quarter adjustments of user agencies fees based upon overpayment or underpayment from the previous year. Calculates user agency quarter payments for the next year. Prepares interfund billing for Bellingham Police, Bellingham Fire, and Medic One.

5. Prepares annual dispatch budgets, to include the Public Safety Answering Point, Law Enforcement, and Fire/Aid budgets, and provides to Director of What-Comm and Fire Chief for approval. Gathers and compiles budget information; estimates the needs and costs for supplies and equipment. Prepares budget documents in accordance with established formulas and equations. Monitors and maintains budget records. Identifies discrepancies in the budget and areas of potential over or under expenditures.

6. Maintains and processes Center's payroll records. Reviews payroll records to ensure compliance with the Dispatchers Guild Contract. Makes necessary corrections. Prepares various payroll reports. Answers payroll and benefit related questions from Center's employees.

7. Compiles data from a variety of sources and prepares statistical reports. Generates computer aided dispatch reports for distribution to the user agencies.

8. Compiles and classifies data from varied sources to produce monthly invoicing for all grant related activity. Maintains accurate and up-to-date filing and information systems in accordance with grant requirements and for auditing and reporting purposes.

9. Maintains documented training records for all Center personnel. Provides supervisor with periodic status reports of training hours needed for each dispatcher to maintain Dispatch certification. Completes applications for recertification for each dispatcher and submits to Washington State Criminal Justice Training Commission.

10. Prepares annual shift and vacation bid documents. Post bid documents and monitors to ensure that procedures are being followed. After bid process is closed, prepares and posts schedule in accordance with bid process.

11. Serves as secretary to the What-Comm Administrative Board. Composes minutes of the meetings, prepares correspondence, conducts research, and performs other various secretarial duties related to the business of the Administrative Board.

12. Performs secretarial duties including typing, editing and proofing correspondence and other materials; composes routine correspondence; serves as receptionist; and schedules and arranges meetings.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of this 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.
- Thorough knowledge of City and departmental policies, rules, procedures, What-Comm policies and procedures and union contracts applicable to work performed.
- Ability to utilize a variety of computer software including spreadsheets for development and maintenance of record keeping systems.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Basic math skills including the ability to add, subtract, multiply, divide, and compute percentages. Ability to understand and apply basic mathematical formulas.
- Through knowledge of City budgetary process.
- Ability to utilize standard office equipment including typewriter and calculator.
- Ability to prioritize workload and work independently.
- Ability to handle multiple tasks with accuracy and attention to detail in an environment of frequent interruptions.
- Ability to maintain the confidentiality of sensitive communications and materials.
- Excellent communication skills to communicate effectively with other employees, agencies, and

the general public using courtesy, tact, and diplomacy.
- Ability to maintain a current general knowledge of the functions, programs, personnel, and projects of the What-Comm Center.
- Ability to develop and recommend standard bookkeeping procedures and systems within general guidelines.
- Physical ability to perform required duties.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed primarily at the front desk of the What-Comm 911 Communications Center in a sensitive law enforcement dispatch environment. Involves sitting and working at a computer work station for extended periods of time, gathering/distributing materials to various locations within the center. Requires some standing and lifting.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years of bookkeeping and secretarial/clerical experience with a business or public entity and one year of vocational training in bookkeeping, business, and/or secretarial skills.
- Keyboarding skills and ability to type accurately at 45 wpm NET required.
- 10-key by touch required.
- Strong knowledge of word processing, spreadsheet, and computerized recordkeeping software required.
- Any combination of experience and education, which provides the applicant with the desired skills, knowledge and ability required to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must pass Police security clearance (including polygraph and background check) prior to hire.

PREPARED BY: T. Julius
P. Keith
C. Sellin
MK
12/94

REVIEWED BY: _____
Randall H. Carroll
Chief of Police

REVISED BY: L. Hill
T. Julius
7/05

COMMISSION ALLOCATION: August 10, 2005