**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Public Works Accounting Assistant** | **UNION:1937** |
| | | **SG:107** |
| **CLASSIFICATION TITLE:** | **Accounting Assistant 2** | **CS:Y** |
| | | **FLSA:Y** |
| **DEPARTMENT:** | **Public Works Engineering** | **EEO4CODE:AS** |

## JOB SUMMARY:

Performs a variety of skilled bookkeeping tasks according to established bookkeeping and accounting principles and procedures for the Public Works Engineering Division to assist the Contract Accounting Specialist. Maintains the Engineering, Utilities and Facilities Divisions' accounts payable and annual budgets by tracking and monitoring expenditures and reimbursements.

## SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works for Engineering. Receives day-to-day direction from the Contract Accounting Specialist and division managers.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains capital and division accounts for Engineering, Utilities and Facilities Divisions by coding, processing and monitoring accounts payable. Maintains all job cost records for accounts, including vendor payments and payroll.

2. Audits financial records for accuracy and generates adjusting journal entries to the Finance Department/Accounting Division.

3. Assigns codes and processes accounts payable and purchase orders based on contract documentation and invoices. Follows-up on past due invoices.

4. Maintains and identifies inventory items from vouchers and invoices. Processes inventory control forms and sends to the Finance Department/Accounting Division.

5. Responds to a variety of departmental and public requests for information relative to accounts payable; provides requested information or service when authorized or refers to appropriate individual for response.

6. Prepares and edits correspondence and reports related to capital project documents and division's annual budgets.

## ADDITIONAL WORK PERFORMED:

1. Provides back up to the Contract Accounting Specialist.

2. Performs other related duties as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of double entry bookkeeping principles and practices.
- General knowledge of governmental accounting and auditing practices.
- Skill in using spreadsheet, accounting and word processing software.
- Knowledge of current office practices.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Ability to read, understand and apply ordinances, laws, policies and procedures applicable to scope of work.
- 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, multiply and divide with accuracy.
- Ability to organize and prioritize work to meet deadlines and demands of peak season workloads with a minimum of supervision while maintaining accuracy and attention to detail.
- Ability to develop recommendations to improve procedures in area of assignments.
- Ability to communicate effectively with other employees, agencies and the general public using courtesy, tact and diplomacy.
- Ability to establish effective working relationships with employees and other agencies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

## WORKING ENVIRONMENT:

Works in an office environment with extensive work performed at a computer workstation.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two years of general bookkeeping experience required.
- Experience working with the State of Washington Budgeting, Accounting and Revenue System (BARS) preferred.
- One year of college or vocational coursework in bookkeeping and business preferred.

Any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required performing the job will be considered.

**PREPARED BY:** Tom Rosenberg
Jeanne Tinker-Smith
Steve Mahaffey
1/00

**REVIEWED BY:** _____
Jack Garner, Public Works Director

**COMMISSION ALLOCATION**: _____