CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Public Works Accounting Specialist**	**UNION:1937**
		SG:111
CLASS TITLE:	**Contract Accounting Specialist**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Public Works**	**EEO4/SOCCODE:AS/43-3031**

JOB SUMMARY:

Performs various accounting duties within the Public Works Department across multiple complex funds and programs, including multi-fund budgeting, contract administration, and grant compliance. Performs statistical calculations, financial and cash flow analysis and projections to support management decisions. Prepares monthly, quarterly and annual financial reports for external agencies, department management and the Finance Department as required. Develops methods to analyze financial data and prepares reports as needed by department management. Works closely with Public Works management and The Finance Department.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Financial Services Manager. May receive oversight and technical direction from a Public Works Project Accounting Coordinator. Works independently under the guidance of applicable federal and state laws, City regulations and contractual agreements. Maintains a working relationship with the Public Works management and The Finance Department.

ESSENTIAL FUNCTIONS:

1. Develops and reconciles financial data for a large multi-funded department or division budget. Works with department or division management staff to prepare the annual budget. Estimates year-end cash and identifies multi-year projects or program for inclusion into the budget re-appropriation process for assigned program areas to include, but not limited to, capital project accounting, internal service program accounting, and cost-recovery allocation rate setting for internal services charged Citywide.

2. Prepares, maintains and verifies capital data for inclusion in the annual financial reports to the State Auditor. In coordination with the Finance Department, maintains, reconciles and audits the department's asset tracking system, and provides data reports for annual financial reporting.

3. Reviews and analyzes accounting data to identify qualifying expenses for grant, tax credit programs and project loans. Prepares and submits reimbursement for these expenses. Provides grant accountability data to the Finance Department's grant accountant for assigned grants. Developing knowledge of outside funding sources such as grants, tax credit programs, and certain project loan programs.

4. Prepares periodic financial reports and journal entries required for internal charges for services between funds. Ensures that internal service business units receive proper payment for ongoing services and that funds are reimbursed for ad hoc work performed for other fund groups. May correct funding allocations on capital projects or other areas to ensure appropriate use of funds.

5. Works with managers to ensure unspent project, asset purchase, and goods backorder budget amounts are reappropriated appropriately.

6. Monitors and analyzes use of asset and work management systems to ensure accuracy of financial data, asset records, and integration of data with financial systems. Designs reports to support allocation rate development and management decisions. Work with supervisors to ensure accuracy in data entry.

7. Monitors and processes payments for complex transactions involving multiple funding sources, including major asset purchases, contracted public work projects and citywide services. Ensures compliance with contracts and applicable laws. Performs data entry, amends and closes out contracts and purchase orders appropriately.

8. May initiate claims for damages to City property. May work with the City's attorneys to bill for and settle claims for damage to City property, work with the prosecutor's office on restitution orders, or work with responsible party's insurance in obtaining payment for or settlement of claims.

9. Coordinates and participates in the preparation and monitoring of citywide contracts for public work or services, ensuring compliance with Federal and State requirements, City policies and procedures and contractual agreements. Provides financial information for change orders and renewals, closes out contracts and releases retainage payments. May enter payments on behalf of and coded directly to other city departments for contracted services and facility costs.

10. Ensures adequate audit trail by use of State Budgeting, Accounting and Reporting System (BARS).

11. Researches and stays current with applicable laws and regulations.

ADDITIONAL WORK PERFORMED

1. Performs clerical duties such as typing, word processing and editing, filing, copying, drafting forms and data entry/retrieval.

2. Provides guidance to staff on appropriate fund usage in accordance with federal, state and local laws.

3. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Generally accepted accounting principles (GAAP) and the Washington State Budgeting, Accounting and Reporting System (BARS).
- Double entry bookkeeping and cost accounting principles.
- Strong knowledge of department operations and procedures
- Pertinent City policies and federal, State and local regulations including public work contracting rules
- Computer accounting systems, general office operations systems and equipment including spreadsheet, database and word processing programs, internet browsers and applications, and photocopiers and scanners.

Skill in:
- Strong skills using computerized accounting systems and spreadsheet or database programs.
- Using and learning a variety of internet-based applications.

- Oral and written communication skills.
- Interpreting varying and complex documents.
- Critical thinking and problem solving.

Ability to:

- Apply bookkeeping and fundamental accounting principles to the development and maintenance of account records and reports.
- Complete accounting data-entry with consistency, accuracy and appropriate backup; complete arithmetic computations accurately.
- Compile accounting data and prepare reports and summaries.
- Regularly learn and apply new procedures for similar tasks as needed with changing project, regulatory or contract requirements.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures.
- Organize and prioritize workload for completion in a timely manner and work independently or as a member of a team depending on project needs.
- Communicate effectively and tactfully with City staff at all levels, vendors and other government agencies.
- Independently research and evaluate a variety of sources of information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties of the position including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequent keyboarding, gripping and clicking mouse;
  - Frequently communicate verbally;
  - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed at a computer workstation in an open concept office environment. Work involves sitting and working in front of a computer terminal for extended periods of time. Working conditions include noise, frequent interruptions, and other distractions, with very low everyday risks working around and operating standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associates degree or two years of college or vocational coursework in accounting or related field required. Two years of relevant bookkeeping and/or accounting support experience may substitute for an Associate's degree.
- Three years of progressively responsible bookkeeping and/or accounting support experience utilizing computerized accounting systems and spreadsheets required.
- Experience in Fleet, Facilities or other internal service accounting OR construction project accounting OR government contracting or grant administration preferred.
- Accounting support experience in a municipal or public sector environment preferred.
- Experience utilizing Budget Accounting and Reporting System (BARS) preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

PREPARED BY: K. Buckingham
A.Silva

REVIEWED BY: _____
Michael Olinger.
Public Works Deputy Director