CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Financial Services Representative**	**UNION:1937**
		SG:107
CLASS TITLE:	**Accounting Assistant II**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works Operations**	**EEO4CODE:AS**

JOB SUMMARY:

Maintains financial records for the Public Works Operations Division by performing a variety of accounting and records management tasks in accordance with bookkeeping and accounting principles and procedures. Performs some of the duties of both the Inventory Control and Public Works Services Accounting Assistant (accounts payable and accounts receivable functions and preparation of related financial reports for departmental use.) The Financial Services Representative provides back-up coverage to both of these positions.

SUPERVISORY RELATIONSHIP:

Reports to the Budget and Management Analyst. Works under general supervision to perform tasks in accordance with departmental policies, procedures and pertinent regulations. Collaborates and works with other City departments, team members and other division staff. May lead and assist in the training of extra-labor employees.

ESSENTIAL FUNCTIONS OF THE JOB:

Accounts Payable and Receivable:

1. Processes accounts payable for materials, equipment, services and supplies by verifying receipts, charges, calculations and authorizations.

2. Maintains and updates computerized information management systems for inventory and work order processes.

3. Coordinates the month-end billing process to extract, import and process billable work orders from computerized information management system.

4. Prepares and processes manual invoices for services rendered and damage to City property.

5. Audits financial records for accuracy, reconciles charges to invoices; prepares and processes credit memos and adjusting entries; and registers or logs other records on a daily or periodic basis.

6. Follows-up on delinquent accounts and coordinates the collection of overdue accounts.

7. Prepares, maintains and disseminates detailed records and statistics for reporting purposes.

8. Assists in developing procedures and reporting formats to improve accounting processes.

9. Maintains and updates manual record-keeping systems to retain and retrieve files, including the preparation of documents/records for archiving.

10. Responds to billing questions from City staff, as well as questions from other vendors and governmental agencies.

Program Services:

1. Records information pertaining to vehicle receiving, identification, assignment and disposal for fleet vehicles and equipment. Includes the ordering, receiving and distribution of fuel cards and scheduling use of vehicles in the City's motor pool. Maintains accurate records and generates reports as required.

2. Performs data entry of approved requisitions into financial system for all City departments.

3. Responsible for tracing and distributing all City surplus items.

4. Assists in the preparation of the annual budget by accumulating and summarizing data from records and other sources.

ADDITIONAL WORK PERFORMED:

1. Act as backup to other division accounts payable/receivable and reception staff as needed.

2. Responds to a variety of departmental and City wide requests for information relative to assigned function.

3. Performs office duties such as typing correspondence, creating graphs and producing reports. Assures such duties are responsive to division needs, requirements, schedules and time frames.

4. Serves as a resource on financial issues and coordinates activities with accounting department.

5. Performs other duties and responsibilities as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of principles and practices for accounts payable, accounts receivable and general ledger.
- Experience with accounting problem identification and research methods.
- Experience with computerized information management systems.
- Experience with alphabetical and numerical filing procedures.
- Strong ability to add, subtract, multiply, divide and compute percentages with accuracy.
- Ability to establish effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively with other employees, agencies, vendors and the public with courtesy, tact and diplomacy.
- Ability to problem-solve.
- Ability to do repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.

- Ability to follow written and oral instructions, to prioritize workload for completion in a timely manner and to work independently or as a member of a team.
- Ability to develop recommendations to improve business processes and procedures in areas of responsibility.
- Ability to tolerate stress and handle several tasks in an environment of frequent interruptions.

WORKING ENVIRONMENT:

Work is performed in an office setting in close proximity with other clerical workers. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two (2) years of technical accounting experience or an equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- One (1) year of college or vocational courses in accounting and business preferred.
- Proficient use of computer for data entry/retrieval,10-key, word processing, record-keeping and spreadsheet applications.

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12/15/00

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