**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Financial Services Accounting Technician** | **UNION: 114** |
| | | **SG:9** |
| **CLASS TITLE:** | **Accounting Technician** | **CS:Y** |
| | | **FLSA:Y** |
| **DEPARTMENT:** | **Public Works - Operations** | **EEO4CODE:AS** |

## JOB SUMMARY:

Performs a variety of complex accounting duties for multiple budgetary programs within the Engineering and Operations Divisions of Public Works. May be required to research applicable laws governing the administration and payment of contractual obligations. Assists in providing statistical and financial support to Public Works Staff, Budget and Accounting personnel and State agencies. Acts as backup to the Contract Accounting Technician positions within the workgroup.

## SUPERVISORY RELATIONSHIP:

Reports to the Financial Services Manager. This position works under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

## ESSENTIAL FUNCTIONS OF THE JOB:

Fleet System Maintenance:

1. Provides varied and complex management reports associated with the Fleet system. Addresses future scheduled fleet additions; assists in the analysis of present fleet usage regarding fuel and maintenance issues.

2. Updates and maintains Fleet asset information in the Management Systems software and the Fleet Replacement software. Processes documentation necessary for the disposal of surplus vehicles. Licenses all vehicles and reconciles Fleet Replacement system to data provided by the Accounting Department.

3. Reviews and monitors fleet invoices for compliance with pre-authorized payment requisitions.

4. Provides assistance to the Fleet Superintendent, Fleet Supervisor and other management staff with fleet-related budgeting and accounting issues.

General Accounting Duties:

5. Prepares monthly automated Public Works billings for the private sector or other governmental units and submits invoices for reimbursement.

6. Administers City-wide fuel card program. Tracks all driver fuel cards issued within the City; orders cards, assigns numbers and tracks same in database system; reconciles fuel vendor billings monthly in conjunction with database information. Responsible for policy revision as needed.

7. Processes accounts based on documentation, invoices and/or statements. Researches and follows-up on delinquent accounts as directed, and initiates proceedings to meet legal requirements. Maintains Collections Systems software system and generates past due notices at regular 30, 60 and 90 day intervals.

8. At the direction of the Financial Services Manager, coordinates information for submission to the Budget Office (PW payroll and "Departmental Objectives and Goals" sections) and performs budget data entry for other Public Works Operations departments and groups.

**ADDITIONAL WORK PERFORMED:**

1. Composes correspondence related to projects and prepares job-related procedural task data.

2. Provides back up to Contract Accounting Technicians in the Financial Services unit.

3. Performs other related duties within the scope of the classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

Knowledge:
- Thorough knowledge of double entry bookkeeping principles and practices.
- Working knowledge of accounting principles.
- Knowledge of modern office methods, procedures and equipment and ability to operate standard office equipment such as calculator, typewriter and computer terminal.
- Thorough knowledge of governmental accounting and auditing practices and principles applicable to work performed.
- Familiarity with the BARS system of accounting.
- Knowledge of Public Works department operations and procedures, as well as pertinent federal, state and local regulations.
- Computerized accounting, electronic spreadsheets, database, and word processing software.

Ability to:
- Apply fundamental accounting principles to the maintenance of account records and reports.
- Analyze and interpret complex financial data and develop recommendations to improve routines and procedures in the area of assignment. Ability to resolve problems and to recommend long term solutions.
- Compile and tabulate statistical data and prepare reports and summaries for review at the direction of the Financial Services Manager or other Public Works Superintendents utilizing charts, graphs and other software presentation tools.
- Basic math skills including the ability to add, subtract, multiply, divide and compute percentages accurately and rapidly. Ability to understand and apply basic mathematical formulas.
- Coordinate, prioritize and complete multiple tasks simultaneously.
- Organize and prioritize accounting projects to meet deadlines and demands of peak season workloads with minimal supervision while maintaining accuracy and attention to detail.
- Communicate effectively with other employees, agencies and the general public using tact, courtesy and diplomacy, both orally and in writing.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- Read, understand, explain and apply policies, procedures and regulations governing work performed.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, such as visual acuity to use a computer monitor, and manual dexterity for using a computer keyboard and keypad.

## WORKING ENVIRONMENT:

Work is performed in an office environment and includes sitting and utilizing a computer terminal for extended periods of time.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- One (1) year of college or vocational course work in accounting, business or related area required.
- Minimum of two (2) years bookkeeping/accounting experience utilizing computerized accounting systems and spreadsheets required.
- Accounting experience in a municipal or public sector environment preferred.
- Ten key by touch.
- Experience utilizing BARS accounting system preferred.
- Familiarity and experience with fleet management concepts preferred.
- A combination of experience and education which provides the applicant with the knowledge, skills and abilities required to perform the essential function of the job will be considered.

## NECESSARY SPECIAL REQUIREMENT:

- Ability to pass a Police Department criminal convictions records check prior to hire.

**PREPARED BY:** P. Jones, J. Cady
L. McGowan-Smith
10/07

**REVIEWED BY:** _____
Richard E. McKinley, Director
Public Works

Reference: Contract Accounting Specialist

**COMMISSION ALLOCATION:** December 12, 2007