

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Fire Accounting Assistant	UNION:114
CLASS TITLE:	Accounting Assistant II	SG:7
DEPARTMENT:	Fire	CS:Y
		FLSA:Y
		EEO4CODE:AS

JOB SUMMARY:

Serves as a liaison between the Fire Department and contracted billing vendor by performing a variety of accounting and records management tasks in accordance with bookkeeping and accounting principles and procedures. Requires knowledge of City and Fire Department policies and procedures. Maintains a variety of records, both computerized and hard copy, data entry of incident and inspection reports. In accordance with department policies and procedures, gathers and processes data and generates related reports as requested. Assists with disaster mitigation processes when requested.

SUPERVISORY RELATIONSHIPS:

Reports to the Fire Administrative Services Manager. Receives assignments from, and has work reviewed by, the Chief, Assistant Chief, Division Chiefs, Training Captains, and the Fire Administrative Services Manager. Works independently under general supervision and the guidance of City and departmental policies and procedures, City regulations and applicable state law.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Liaison between the Fire Department and contracted billing vendor. Gathers and provides all necessary billing documentation to contractor daily. Reconciles billing receivables against payments posted daily. Reconciles billing receivables within City Financial System monthly including sending reconciled monthly reports to Finance. Prepares and submits refunds to Finance for Payment. Communicates effectively with operations personnel to coordinate necessary modifications to patient reports.
2. Maintains inventory, places orders and issues uniforms and safety equipment (new and replacement), operational supplies and office supplies. Contacts vendors and researches purchase information, as needed. Places orders for medical supplies and equipment, as directed by Emergency Medical Services division, researches and utilizes required bid pricing in accordance with City purchasing policies. Updates and maintains bid pricing within departmental ordering programs. Coordinates repair and/or return of medical equipment.
3. Maintains Medic and EMT Certifications. Data entry of quarterly training hours in databases. Maintains and disseminates information to appropriate individuals and agencies. Enters report data into computerized systems to maintain accurate and current records; generates various reports as directed. Assembles and compiles information for recertification and statistical reviews and required reports. Prepares and mails reports and related correspondence according to established procedures and schedule. Maintains tickler system of required renewals. Reviews submitted records for compliance with reporting requirements and standards. Notifies appropriate supervisors of deficiencies in training requirements.

4. Distributes and inventories controlled drugs. Activities include weekly inventories, monthly apparatus inventory balances, and coordination of disposal of expired inventory as required by DEA.
5. Maintains emergency paging system program. Adds, deletes, and updates members including incoming and outgoing city employees and internal and external agencies using the paging system. Creates and updates paging templates and schedules used by Dispatch and operations staff to send emergency and non-emergency alerts.

ADDITIONAL WORK PERFORMED:

1. Provides back-up reception for phones and walk-in customers.
2. Provides back-up for time-administration time sheet data entry.
3. May provide back-up for accounts payable functions.
4. Performs other duties within the scope of the classification as needed or assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge:

- General understanding of governmental accounting and auditing practices, including a thorough knowledge of double entry bookkeeping practices.
- Thorough knowledge of office principles and practices and an ability to use standard office equipment such as computers, copiers, fax machines, and multi-line electronic digital phones systems, etc.
- Knowledge of various filing systems (hard-copy and computerized) and ability to accurately maintain them.
- Purposes, practices and policies of the Fire Department, including the operational relationships between City departments, and other government agencies and community groups.
- Working knowledge of relevant City, State, Local, and Federal program related codes and regulations, policies and procedures.

Skills:

- Application of bookkeeping and fundamental accounting principles related to the keeping of account records and the preparation of financial reports.
- Math skills including the ability to add, subtract, multiply, divide with accuracy.
- Strong computer skills including data entry/retrieval, spreadsheet applications, databases and word processing.
- Good literacy skills including reading, business and technical composition, knowledge of standard English usage, spelling, punctuating, grammar and letter formatting.
- Time management skills with ability to prioritize workload for completion in a timely manner and meet deadlines.
- Strong oral communication and interpersonal skills to establish and maintain effective working relationships with diverse groups of people including department staff, public officials, concerned citizens and personnel from other City departments or local agencies.
- Strong skills in providing customer service to internal and external customers using tact, courtesy and good intent.
- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.

Abilities:

- Ability and willingness to learn new applications and techniques.
- Ability to read, understand laws, ordinances, policies and procedures applicable to the scope of work.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Ability to work independently to organize and prioritize work to meet deadlines with a minimum amount of supervision.
- Ability to coordinate, prioritize and complete multiple tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to independently investigate, evaluate and recommend solutions to accounting related problems.
- Ability to compile and tabulate statistical data and prepare reports and summaries.
- 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 the essential functions of the job including:
 - Frequently operating a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office setting at a computer work stations with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years' work experience in a computerized, highly-detailed business office or public entity, including a minimum two years of computerized bookkeeping and financial record keeping required.
- One year of college or vocational courses in bookkeeping and business, preferred.
- Proficient in the use of computer software to include: word processing, spreadsheets, database and computerized record keeping systems, file management applications and ten-key required. MS Office experience preferred.

OR

- An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job.

PREPARED BY: Kerry McCarthy
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COMMISSION ALLOCATION: _____ December 8, 2016