

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Accounting Assistant III
DEPARTMENT	Interdepartmental
UNION:	114
SG:	8
CS:	Y
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs a variety of skilled and complex bookkeeping tasks for a variety of departmental programs according to established bookkeeping and accounting principles and procedures. Monitors and maintains the yearly budget of a department or major division. Develops internal financial record keeping procedures within general guidelines. May perform regular or back-up secretarial, clerical, and/or reception duties for a department.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant III classifications are senior level accounting assistant positions distinguished from the Accounting Assistant II classifications by the increased responsibility, organizational skills, and knowledge required to perform full charge bookkeeping and accounting assignments for a diverse group of departmental programs. Incumbents are frequently the primary bookkeeper for a department or major division. Responsibilities may include monitoring and updating budgets; preparing and processing purchase requisitions; maintaining department payroll records; and preparing revenue and budget reports. Duties require knowledge of bookkeeping and accounting practices and relevant City policies, contracts, rules and ordinances.

SUPERVISORY RELATIONSHIPS:

Reports to various.

EXAMPLES OF WORK:

1. Assumes responsibility for a diversity of departmental bookkeeping and accounting functions by creating, maintaining, updating and verifying all related financial records.
2. Maintains accounts by coding, processing and posting payables and receivables. Performs statistical tabulations and calculations in accordance with established formulas and equations. Prepares a variety of financial reports and balances reports against actual income expenses. Audits records for accuracy.
3. Monitors and updates budgets. Identifies potential overruns and recommends corrective action. Assists in preparation of yearly budgets by accumulating and summarizing data from records and other sources and coding and completing standardized forms.

4. Gathers information needed for purchasing decisions. Inventories department supplies. Prepares departmental purchase requisitions. Codes, verifies, totals, and maintains records.
5. Identifies discrepancies in account numbers based on knowledge of relevant coding systems. Submits or makes corrections on edit lists.
6. Assists in developing procedures and reporting formats to establish or improve specific accounting processes and to meet legal requirements.
7. Provides information from records or guidance on accounting procedures and systems to other staff, agencies, and the public.
8. Compiles and classifies data from varied sources to produce monthly invoicing for all grant related activity. Maintains accurate and up-to-date filing and information systems in accordance with grant requirements and for auditing and reporting purposes.
9. Performs secretarial duties including typing and word processing a variety of written materials. Arranges meetings, greets and refers department visitors.
10. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Thorough knowledge of double entry bookkeeping principles and practices.
- Knowledge of governmental accounting and auditing practices applicable to work performed. Thorough knowledge of City and departmental policies, rules, procedures, and contracts applicable to work performed.
- Ability to utilize a variety of computer software including spreadsheets for development and maintenance of record keeping systems.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Basic math skills including the ability to add, subtract, multiply, divide, and compute percentages. Ability to understand and apply basic mathematical formulas.
- Ability to utilize standard office equipment including typewriter and calculator.
- Ability to organize and prioritize the workload involved in maintaining several separate bookkeeping systems and programs with minimal supervision. Ability to maintain accuracy and attention to detail.
- Ability to communicate effectively with other employees, agencies, and the general public using courtesy, tact, and diplomacy.
- Ability to maintain a current general knowledge of the functions, programs, personnel, and projects of the department or division.
- Ability to develop and recommend standard bookkeeping procedures and systems within general guidelines.
- Ability to establish effective working relationships with employees and other agencies.
- Physical ability to perform required duties.

EXPERIENCE AND TRAINING:

- Two years of bookkeeping and secretarial/clerical experience, preferably in municipal government or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.
- Ability to type at level required for specific position.
- Ability to obtain Police Security Clearance for selected positions.
- Computer experience preferred.
- One year of vocational training in bookkeeping, business, and/or secretarial skills.
- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for cause if s/he refuses an interview for a vacant position in the classification.

PREPARED BY: Kerry Sicktich
3/88

COMMISSION ADOPTION: March 9, 1988

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