

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: ACCOUNTING TECHNICIAN

UNION:114

DEPARTMENT: Interdepartmental

SG:9

CS:Y

FLSA:Y

EEO4CODE:AS

NATURE OF WORK:

Prepares, maintains and posts complex financial data to general ledgers, special ledgers or other fiscal records for a departmental program or Citywide function according to generally accepted accounting procedures. Prepares annual reports and financial reports as mandated by the state. Analyzes financial record keeping systems and interprets data to recommend improvements to meet accounting objectives. Provides accounting support associated with the areas of payroll operations, budget, travel and purchase requisitions, enforcement of taxation and licensing ordinances and the collection of business and occupation taxes, processing of accounts payable and receivable, utility billing and cash receipts, department cost and performance analysis, for both City and support organization financial-related reports. Performs reconciliations, audits and analyses. May perform senior-level administrative support duties.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Technician classification are advanced level accounting positions distinguished from the Accounting Assistant II classification by the increase in independent judgment, responsibility and knowledge required to analyze data and systems and prepare financial reports and perform full charge bookkeeping and accounting assignments for a broad departmental program or Citywide function. May involve lead worker responsibilities for a work unit.

SUPERVISORY RELATIONSHIPS:

Reports to various supervisors. May assign and review the work of lower classified workers.

EXAMPLES OF WORK:

1. Assumes responsibility for a complex department or Citywide accounting function preparing, maintaining or verifying all related financial records and reports.
2. Prepares the annual reports and financial related reports required by state law. Compiles data from all accounting records and verifies accuracy in order to record balance, revenue and expenditures for statements.
3. Maintains full set of accounting books by compiling, recording and maintaining all financial data related to a specific fund or operation. Analyzes and prepares statement, financial related reports and other necessary information as required.

4. Interprets and enforces applicable municipal code ordinances and other related regulations; audits reportable revenues of businesses and monitors licensing.
5. Coordinates the billing, receipting and updating of account records. Classifies records and balances income and expenditures to proper accounts in accordance with coding accounting systems and City procedures.
6. Assists supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of statistical data.
7. Analyzes financial recordkeeping systems to recommend improvements to meet accounting objectives. Provides information and feedback on necessary program changes.
8. Reviews various accounts, financial summaries and statements to recommend improvements in accounting procedures or office operations.
8. Reviews accounts and records for delinquencies and initiates proceedings to meet legal requirements.
10. Assists other accounting staff by providing information or guidance on detailed procedures or accounts.
11. Performs secretarial duties including typing, editing and proofing correspondence and other materials; composes routine correspondence; serves as receptionist; schedules and arranges meetings and maintains inventories.
12. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Thorough knowledge of double entry bookkeeping principles and practices.
- Thorough knowledge of governmental accounting and auditing practices and principles applicable to work performed.
- Knowledge of modern office methods, procedures and equipment and ability to operate standard office equipment such as calculator, typewriter and computer terminal.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.
- Skill in applying bookkeeping and accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.
- Strong computer skills. Demonstrated understanding of financial accounting systems, spreadsheet software, database management, and word processing,
- Basic math skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy. Ability to understand and apply basic mathematical formulas.
- Excellent communication skills to communicate effectively with other employees, agencies and the general public using tact, courtesy and diplomacy.
- Ability to organize and prioritize accounting projects to meet deadlines and demands of peak season workloads with minimal supervision while maintaining accuracy and attention to detail.
- Ability to 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.

- Ability to read, understand, explain and apply policies, procedures and regulations governing work performed.
- Ability to assign and review the work of others.
- Ability to establish effective working relationships with employees and other agencies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties.
 - o Very frequent sitting;
 - o Frequent keyboarding, gripping and clicking mouse;
 - o Occasional standing, walking, bending and kneeling;
 - o Some telephones, collating and filing;
 - o Close visual acuity;
 - o Ability to communicate verbally.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Environment includes a normal range of noise and distractions with very low risk working around and operating standard office equipment.

EXPERIENCE AND TRAINING:

- One year college vocational courses in accounting, business or related area.
- Two years progressively responsible bookkeeping/accounting support experience utilizing computerized accounting systems and spreadsheets required, preferably with secretarial/clerical duties.
- Accounting experience in a municipal or public sector environment preferred.
- Experience utilizing BARS accounting system preferred.
- Ten key by touch.
- Ability to type at level required for specific position.
- 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.
- 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.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State drivers license with proof of good driving record for selected positions. A three-year driver's abstract will be required upon hire.
- Ability to pass a Police Department criminal convictions records check prior to hire required for selected positions.

PREPARED BY: Kenny Consulting Co.
9/87

REVIEWED BY: _____
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Human Resources Director

REVISED BY: Kerry Sicktich
2/88
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COMMISSION ADOPTION: _____ November 10, 2010