

City of Bellingham

Classification Specification

CLASS TITLE	Financial Technician
DEPARTMENT	Interdepartmental
UNION:	E-PLAN
SG:	E-5
CS:	N
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs a variety of skilled bookkeeping tasks according to established bookkeeping and accounting principles and procedures. Maintains records and prepares financial related reports for departmental functions such as payroll, legal, or budgeting. Provides general information and assistance to City staff and the public.

DISTINGUISHING CHARACTERISTICS:

The Financial Technician classification is the higher level in the two-level financial support series. This financial support classification series is distinguished from the office support classification by duties requiring emphasis on bookkeeping/accounting knowledge and skill. The technical financial classification series is distinguished from the professional Accountant classification series based on knowledge of a particular financial area rather than a broad professional-level knowledge of accounting principles. The Financial Technician classification is distinguished from the Financial Assistant classification in that it works under general supervision with responsibility for more complex and varied assignments requiring knowledge of financial systems.

SUPERVISORY RELATIONSHIPS:

Reports to various supervisors. Work is performed under general supervision. May provide direction to Financial Assistant or extra labor employees.

ESSENTIAL FUNCTIONS:

1. Receives, reviews, processes, and enters data from a variety of financial documents into computer system.
2. Assists City staff and the general public by answering questions, explaining policies and procedures, and providing information and verifications as requested.
3. Generates, balances, and mails transmittals to vendors using established procedures. Verifies payments are accurate and properly reported.
4. Prepares payment vouchers and related vendor checks for distribution, ensuring timely payment.

5. Receives and audits financial documents for accuracy and completeness.
6. Receives information from other work areas and calculates adjustments accordingly, using established policies and procedures. Prepares tax documents and reports for transmittal to other agencies.
7. Researches and responds to inquiries regarding financial information.
8. When assigned to payroll, acts as primary back-up to Payroll Coordinator.
9. Performs all duties of the classification below (Financial Assistant).

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Knowledge of basic accounting and/or bookkeeping principles.
- Knowledge of accounts payable/receivable principles related to public sector departmental operations.
- Ability to review financial documents for completeness and accuracy.
- Skill in the application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.
- Basic math skills including the ability to add, subtract, multiply, and divide with accuracy.
- Ability to organize and prioritize work to meet deadlines and demands of peak workloads with a minimum of supervision, while maintaining accuracy and attention to detail.
- Ability to read, understand, and apply ordinances, laws, policies, and procedures applicable to scope of work.
- Excellent computer skills utilizing related software applications including financial programs.
- Ability to communicate effectively with other employees, agencies, and the general public using courtesy, tact, and diplomacy.

WORKING ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a computer workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of two years of bookkeeping experience, preferably in municipal government.
- Ten-key by touch.
- One year of college or vocational courses in bookkeeping and business preferred.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

PREPARED BY: L. Hill
S. Mahaffey

1/01

REVIEWED BY: _____
Don Keenan, Acting
Director
Human Resources