

CITY OF BELLINGHAM

JOB DESCRIPTION

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

JOB SUMMARY:

Performs a variety of skilled accounting tasks for multiple budgetary programs within the Parks and Recreation Department. Duties include: reconciliation and depositing payments made by the public and other agencies, maintaining accounts and records for multi-year capital project contracts involving multi-funded resources, and maintaining departmental budgetary records and financial reports. Also prepares financial reports related to such functions as job costing, daily transactions, asset coordination, accounts payable, grant billing, facility billing, regular review of General Ledger (G/L) accounts, and fee adjustments. Acts as liaison with Finance Department. Performs system administration duties for the Parks registration/reservation and cash handling application (Class System). Posts transactions and makes adjusting journal entries to the Class System.

SUPERVISORY RELATIONSHIP:

Reports to and receives direction from the Parks and Recreation Administrative Supervisor and other management staff. Daily work is performed independently under the guidance of local and state laws and City and departmental policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews Parks Department daily cash, check, and credit card transactions. Prepares deposit paperwork and ensures delivery to the Finance Department. Reviews cancellations, discount coupons, adjustments to price of admission, passes, and certificates. Prepares related financial reports, adjusting G/L codings as necessary, and submits to Finance Department. Posts adjusting journal entries to the Class System General Ledger.
2. Processes Administrative Office accounts payable and accounts receivable. Processes purchase order payments and ensures accuracy of invoices. Prepares requisitions, pay files, contracts and task orders. Codes and processes incoming invoices for payment. Reviews and reconciles, on a frequent basis, fee adjustment reports and accounts receivable generated from Administrative Office. Prepares invoices and maintains invoice database. Reviews accounts for delinquencies and initiates appropriate action. Reviews various contracts for method of payment; monitors invoices for compliance with individual contracts. Working with particular project manager, prepares and maintains appropriate documentation for projects in accordance with the WAC's, RCW's, and contractual agreements. Reconciles Department credit card receipts against use log; processes statements and receipts for approval and payment on a monthly basis.
3. Prepares, on a monthly basis, a variety of financial reports related to job costing, budget expenditures, credits/debits; reviews for proper coding. Makes coding adjustments as necessary. Reviews monthly remaining balance reports. Researches any anomalies, making

corrections as necessary. Tracks project change orders and tracks purchase order balances for complex capital projects with multiple funding sources.

4. With oversight of the project managers, monitors all grants and capital projects funds. Works with project managers on project budgets under the jurisdiction of the Parks and Recreation Department. Tracks expenditures for grant billing, prepares grant reports and reimbursement requests, prepares annual grant report for the Finance Department..
5. Maintains capital project expenditure database and capital project job cost master file. Prepares, as requested, expenditure and balance reports reflecting Department bonds and levies. Imports Park Impact Fee collection data to database to track expenditure by neighborhood. Checks Park Impact Fee collection data for accuracy and requests corrections.
6. Use registration database software to process customer refunds, adjust accounts, and review special requests, scholarships, and membership extensions.
7. Assists with payroll time entry. Prepares adjusting journal report for capital project related staff labor reimbursement from appropriate capital fund. Maintains records on "work study" temporary staff hours and initiates requests for reimbursement.
8. Assists in yearly budgeting by estimating year-end cash and identifying multi-year projects for inclusion into the budget re-appropriation process. Enters capital budget data and information for on-line budget.
9. Develops and maintains project checklists for capital construction projects including project start up forms, project close out forms, and release of contractor retainage. Tracks forms and requirements from Labor and Industries, Department of Revenue, Employment Security Department, and City Purchasing requirements for construction projects managed by Parks staff.

ADDITIONAL WORK PERFORMED:

1. Delivers deposit funds and paperwork to the Finance Department daily.
2. Provides clerical support during preparation of annual budget. Prepares reports and presentation materials using a variety of computer programs.
3. Serves as resource on financial issues and coordinates financial activity with Accounting. Provides information and conducts research on budget related items, as requested.
4. Serves as Department contact during the State audit. Provides information and documentation to State Auditors as requested.
5. Provides general clerical support on an as needed basis, including answering phones and interacting with the general public.
6. Performs related duties as assigned within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- A thorough knowledge of double entry bookkeeping practices.
- General knowledge of governmental accounting and auditing practices.
- A working knowledge of Department operations and procedures; pertinent federal, state and local regulations including procurement requirements for public agencies.
- Knowledge of modern office methods and ability to operate standard office equipment, such as calculator, electronic phone systems, computers.
- Knowledge of various filing systems (hard-copy and computerized) and ability to accurately maintain them.
- 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, multiple, divide with accuracy.
- Strong computer skills including data entry/retrieval, spreadsheet applications, databases and word processing. Ability and willingness to learn new applications and techniques.
- Ability to read, understand laws, ordinances, policies and procedures applicable to 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 of supervision.
- Ability to coordinate, prioritize and complete multiple tasks simultaneously while maintaining accuracy and attention to detail.
- Ability to work with 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.
- Ability to apply standard business English usage, spelling, grammar and punctuation.
- Ability to establish and maintain effective working relationships with employees and other agencies and the public.
- Ability and willingness to make recommendations to improve routines and procedures related to assignments.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job.

WORKING ENVIRONMENT:

Work is performed at a computer workstation in a low-risk business office setting.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of two years of computerized bookkeeping and financial record-keeping experience with a business or public entity required.
- Proficient use of computer for data entry/retrieval, ten-key, spreadsheet applications and word processing required.
- One year of college or vocational courses in bookkeeping and business preferred.
- Experience working with the State of Washington Budgeting, Accounting and Revenue System (BARS) preferred.

- Experience with recordkeeping and compliance monitoring for grant-funded contracts preferred.
- Any combination of experience and education which provides the applicant with the knowledge, skills, and abilities necessary to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must pass a criminal background check prior to hire.

PREPARED BY: J. Spear, D. McLeod
8/00

REVIEWED BY: _____
Paul Leuthold
Director, Parks and Recreation

REVISED BY: L. Hill, P. Leuthold, J. Moore
8/02
L. Hill, L. Bryson, J. Spear
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8/10

COMMISSION ALLOCATION _____ September 13, 2000