CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Contract Accounting Technician**	**UNION:1937**
		SG:9
CLASS TITLE:	**Accounting Technician**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Public Works/Operations**	**EEO4CODE|SOC:AS|13-2011**

JOB SUMMARY:

Performs a variety of accounting duties for multiple budgetary programs within the Public Works Engineering and Operations divisions. May be required to research applicable laws governing the administration and payment of contractual obligations. Assists in providing statistical and financial support to Public Works staff, Budget and Accounting personnel and State agencies.

SUPERVISORY RELATIONSHIP:

This position reports to the Financial Services Manager. Works independently under general supervision and the guidance of applicable federal and state laws, City regulations and contractual agreements. Maintains close working relationship with the Project Accounting Coordinator.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists in the maintenance of financial records for a large multi-funded Public Works Department budget.

2. Prepares reimbursement requests for funds for federal and state grants.

3. Prepares billings for the private sector or other governmental units and submits invoices for reimbursement.

4. Assists in yearly budget process by performing data entry for capital budget and other operational budgets.

5. Works with Engineering and Operations personnel to coordinate additional budgetary information requested as needed.

6. Under the direction of the Project Accounting Coordinator reviews and interprets various contracts for method of payment; monitors invoices for compliance with individual contracts. In accordance with WAC's, RCW's and contractual agreements, ensures completion of appropriate documentation for construction projects.

7. Processes requisitions and claim payments. Ensures billing is accurate conforms with various laws and requirements.

8. Prepares, maintains, and verifies varied and complex records associated with accounting functions such as accounts payable, receivable and billing through use of various software

systems and electronic spreadsheets. Posts and reconciles journals, and registers logs or other records on a daily or periodic basis.

9. Processes accounts based on documentation, invoices and/or statements. Researches and follows-up on delinquent accounts as directed.

10. Processes the billing, receipting and updating of account records in the Maintenance Management software system and the financial software system.

ADDITIONAL WORK PERFORMED:

1. Composes correspondence related to projects and prepares job-related procedural Task data.

2. Provides back up to Project Accounting Coordinator in the Financial Services unit and other positions within the Financial Services division.

3. Performs other related duties of a similar nature.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge:
- Working knowledge of double entry bookkeeping practices, accounting principles and office procedures.
- Working knowledge of governmental accounting and auditing procedures.
  Familiarity with the BARS system of accounting.
- Working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- Working knowledge of computerized accounting, electronic spreadsheets, database, word processing software and mainframe computer systems.
- Familiarity with construction and engineering terminology.

Ability to:
- Apply fundamental accounting principles to the maintenance of account records and reports.
- Perform self-directed problem-solving.
- At the direction of the Contract Accounting Specialist or Financial Services Supervisor, compile and tabulate statistical data and prepare reports and summaries for review.
- Complete arithmetical computations accurately and rapidly.
- Coordinate, prioritize and complete multiple tasks simultaneously.
- Meet specified deadlines.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with employees, government agencies and the public.
- 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:
  - Remains stationary for long periods of time;
  - Sufficiently perform paperwork manipulation and filing;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine.

- Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Duties are primarily performed in an office environment and include sitting and utilizing a computer terminal for extended periods of time. This position has minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational course work in accounting, business, or related area required. APWA Contracting Accounting Specialist Certificate preferred.
- A minimum of three years bookkeeping/accounting experience utilizing computerized accounting systems and spreadsheets required.
- A minimum of one year experience with record-keeping and compliance monitoring for grant-funded contracts preferred.
- Accounting experience in a municipal or public sector environment preferred.
- Experience utilizing BARS accounting system preferred.
- Familiarity with engineering and construction terminology and concepts preferred.
- A combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.

PREPARED BY: E. Christensen
L. McGowan
9/2000

REVIEWED BY: _____
Dick McKinley, Director,
Public Works

REVISED BY: Pam Jones
10/07

COMMISSION ADOPTION: November 14, 2007