City of Bellingham
Classification Specification

CLASS TITLE	**Accounting Assistant III**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**108**
CS:	**Y**
FLSA:	**Y**
EEO/SOC CODE:	**AS/ 43-3031**

NATURE OF WORK:

Performs a variety of skilled and complex bookkeeping and accounting support tasks for a variety of departmental programs according to established bookkeeping and accounting principles and procedures. Monitors, maintains, updates and verifies all related financial records including yearly budget of a department or major division; prepares and processes purchase requisitions; maintains department payroll records; and prepares revenue and budget reports. Audits and processes invoices, reimbursements, and other payment requests. Assists with the development of internal financial record keeping procedures to meet legal requirements within general guidelines. May perform regular or back-up clerical, and/or reception duties for a department.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Assistant III classification are advanced level administrative accounting positions distinguished from the Accounting Assistant II classification by the increased responsibility, organizational skills, and knowledge required to perform full charge bookkeeping and accounting support assignments. Incumbents prepare detailed financial reports, handle reconciliation for multiple accounts, monitor and assist in preparing yearly budget, and support audits for a department or major division. Are frequently the primary bookkeeper for a department or major division. Duties require some knowledge of relevant City policies, contracts, rules and ordinances.

The Accounting Assistant III is distinguished from the Accounting Technician by the Accounting Technician's increased knowledge and independent judgment necessary to analyze data and systems and perform full charge bookkeeping and accounting assignments for a complex department program or Citywide function.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors. May receive assignments from higher classified staff. Works is performed independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Assumes responsibility for a variety 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. Audits and processes invoices, reimbursements, and other payment requests. Coordinates check runs. Provides check registers and all supporting documentation following each check run.

6. Identifies discrepancies in account numbers based on knowledge of relevant coding systems. Submits or makes corrections on edit lists.

7. Assists in developing procedures and reporting formats to establish or improve specific accounting processes and to meet legal requirements.

8. Provides information from records or guidance on accounting procedures and systems to other staff, agencies, and the public.

9. 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.

10. Provides support for various audits. Gathers financial records and other related data within area of responsibility and responds to audits and survey data from various agencies.

11. May perform regular or back-up clerical, and/or reception duties for a department including typing and word processing a variety of written materials; arranging meetings, greeting and referring department visitors.

ADDITIONAL WORK PERFORMED:

1. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:
- Thorough knowledge of double entry bookkeeping and accounting principles and practices.

- Knowledge of governmental accounting and auditing practices.
- Thorough knowledge of City and departmental policies, rules, procedures, and contracts applicable to work performed.
- Knowledge of standard business English usage, spelling, grammar and punctuation.
- Various filing systems (computerized and hard copy) and ability to accurately maintain them.

Skill in:
- Strong math skills including the ability to add, subtract, multiply, divide, and compute percentages. Ability to understand and apply basic mathematical formulas.
- Strong oral and written communication skills, interpersonal sensitivity and problem-solving skills for interacting with a diverse population including City employees and the general public.
- Strong computer skills including spreadsheet applications, word processing, database, and record keeping; ability and willingness to learn new applications and techniques.
- Application of bookkeeping and fundamental accounting principles to the keeping of account records and the preparation of financial reports.

Ability to:
- Utilize standard office equipment including calculator, copier, phone systems and computer terminal.
- Organize and prioritize the workload involved in maintaining several separate bookkeeping systems and programs with minimal supervision.
- Perform repetitive work quickly, accurately and with close attention to detail in an atmosphere of frequent interruptions.
- Utilize a variety of computer software including spreadsheets for development and maintenance of record keeping systems.
- Communicate effectively with other employees, agencies, and the general public using courtesy, tact, and diplomacy.
- Maintain a current general knowledge of the functions, programs, personnel, and projects of the department or division.
- Develop and recommend standard bookkeeping procedures and systems within general guidelines.
- Establish effective working relationships with employees and other agencies.
- 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:
    - 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;
    - Move between work sites;
    - Occasionally transport objects up to twenty (20) pounds.

WORKING ENVIRONMENT:

Work is performed primarily at a computer workstation in a busy office environment and includes a normal range of noise and frequent distractions. Work requires using a computer for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational training in bookkeeping, accounting, business, or related area.
- Two years of accounting support or bookkeeping experience required, preferably in municipal government.

OR

- Three years of accounting support or bookkeeping experience required, preferably in municipal government.

AND

- Experience with computerized accounting systems required.
- Ability to type at level required for specific position.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check. Selected positions may require additional background screening and/or fingerprinting.
- Ability to obtain Police Security Clearance for selected positions.

PREPARED BY: Kerry Sicktich
3/88

REVIEWED BY:_____
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Interim Human Resources

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12/24

COMMISSION ADOPTION12/11/2024