City of Bellingham
Classification Specification

CLASS TITLE	**Contract Accounting Specialist**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**111**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**AS/ 43-3031**

NATURE OF WORK:

Performs a variety of accounting work with responsibility for a highly complex specialty area such as multi-fund budgeting, contract administration or grant compliance. Researches applicable laws, regulations and requirements in area of specialty and makes recommendations based on research. Provides statistical and financial data to support Department staff as requested. Researches and prepares reports for State and Federal audit requirements, Department management and Budgeting and Accounting personnel.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Accounting Technician class by primary responsibility for maintaining accounts, records and compliance for multiple contracts involving multi-funded resources, and/or compliance for multiple complex grants, in addition to complex Department budgetary records and financial reports. It is further distinguished from the Accountant class by maintaining complex intradepartmental records only, and utilizing accountant staff as technical resource.

SUPERVISORY RELATIONSHIPS:

Reports to various department managers. May report to the department director. Works independently under the guidance of applicable federal and state laws, City policy, procedure and regulations and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Develops and reconciles financial system and control sheets for a large multi-funded department or division budget through use of computer spreadsheet system and department records.

2. Determines grant reimbursable amounts due from State and Federal agencies and submits requests for funds; prepares billings for the private sector or other governmental units by identifying costs and submitting invoices for reimbursement to the various granting agencies. Interacts regularly with representatives of various state agencies to ensure compliance with governing laws.

3. Coordinates with accountants to prepare yearly financial reports for State Auditor. Reporting includes current and projected revenues and current and obligated funds.

4. Works with department or division management staff to prepare the annual budget. Estimates year-end cash and identifies multi-year projects for inclusion into the budget re-appropriation process.

5. Ensures adequate audit trail by use of State Budgeting, Accounting and Reporting System (BARS).

6. Coordinates and participates in the preparation and monitoring of a variety of contracts to ensure compliance with Federal and State requirements, City policies and procedures and contractual agreements. Ensures completion of appropriate documentation, reviews and interprets various contracts for method of payment; monitors invoices for compliance with individual contracts.

7. Processes purchase orders and claim payments. Ensures accuracy of billings and performs data entry for data inclusion on control sheets.

8. Performs cash flow projections by forecasting revenue and expenses. Monitors programs for deficiencies and takes corrective action as necessary.

9. Provides guidance to staff on appropriate fund usage in accordance with federal, state and local laws.

10. Prepares, maintains, and verifies varied and complex records associated with accounting functions. Audits financial records for accuracy, posts and reconciles journals, and registers logs or other records on a daily or periodic basis.

11. Assigns and processes accounts based on documentation, invoices and/or statements. Researches and follows-up on delinquent accounts according to established procedure.

12. Coordinates the billing, receipting, and updating of account records. Classifies, records, and balances income and expenditures to proper accounts.

ADDITIONAL WORK PERFORMED:

1. Calculates and performs analysis of in-base functions including overhead, permit costs, and resale items cost.

2. Composes correspondence related to projects; provides backup for receptionist and secretary as needed.

3. Provides back up to various clerical staff as needed. .

4. Performs other related duties within the scope of the classification as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- A thorough knowledge of double entry bookkeeping practices, accounting principles, and office procedures.
- A thorough knowledge of governmental accounting and auditing procedures.
- A working knowledge of Department operations and procedures; pertinent federal, state and local regulations.
- A working knowledge of contract language and federal and state requirements.
- A working knowledge of computerized accounting, BARS accounting system, electronic spreadsheets, database and word processing software, and mainframe computer systems.

Skill in:

- Strong skills in organization and planning, problem analysis, adaptability and flexibility.
- Strong literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar and formatting.
- Math skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy.
- Excellent communication skills to communicate effectively with other employees, agencies and the general public using tact courtesy and diplomacy.
- Skill in applying bookkeeping and accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.

Ability to:

- Apply bookkeeping and fundamental accounting principles to the development and maintenance of account records and reports.
- Analyze and interpret financial data and develop recommendations to improve routines and procedures.
- Independently investigate, evaluate, and recommend solutions to problems.
- Compile and tabulate statistical data and prepare reports and summaries.
- Complete arithmetical computations accurately and rapidly.
- Coordinate, prioritize, and complete multiple tasks simultaneously.
- Work independently to initiate, plan, organize, and execute projects to meet 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, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a normal range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associates Degree in accounting or two years of relevant college or vocational course work in accounting or related field required.
- Three years progressively responsible bookkeeping/accounting experience utilizing computerized accounting systems and spreadsheets required.
- Experience utilizing BARS accounting system strongly preferred.
- Experience with record-keeping and compliance monitoring for grant-funded contracts preferred.
- Experience with government contract coordination and compliance preferred.
- Accounting experience in a municipal or public sector environment 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.

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