

**CITY OF ABERDEEN
POSITION CLASSIFICATION**

PUBLIC WORKS ACCOUNTANT

Salary Range: 19
Union Status: Non-Union
FLSA Status: Exempt
Date Adopted: 01/01, 02/19
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DEFINITION: The Public Works Accountant coordinates and performs budgeting, accounting and finance duties to support the department's management and financial operations. The position also provides staff support to department management and coordinates assigned projects and services.

REPORTS TO: Public Works Director.

SUPERVISES: Public Works Administrative Office Assistant II

ESSENTIAL JOB FUNCTIONS:

Responsible for the financial operation of the Equipment Rental Operating and Reserve funds. Performs cost accounting to determine user rates; maintains individual accounting records for vehicles and equipment, including reserve deposits, expenditures, sales proceeds, annual interest, balances, estimated replacement year and estimated replacement cost. Prepares Equipment Rental Operating and Equipment Rental Reserves expenditure and revenue budgets. Assists all departments as requested in preparation of budgets for both funds.

Coordinates and maintains vehicle and equipment insurance coverages through Washington Cities Insurance Authority (WCIA) or self-insurance. Determines appropriate coverage for all vehicles and equipment, including new purchases; coordinates reporting process for vehicle and equipment accidents, including determination of fault, filing of claims, authorization of repairs and assisting in determination of repairs or disposal. Initiates, invoices and follows up on insurance or individual claims for damages to City property or vehicles. Administers self-insurance property fund. Evaluates, determines and processes payment or refusal of claims.

Compiles project costs for construction and other projects and fulfills grant and loan requirements as specified by the particular governmental agency. Calculates and invoices City-related charges for services. Responsible for maintaining financial records for each project through audits during project life. Monitors project balances with expenditure limits for compliance; designs related worksheets, as requested. Prepares invoices, requests for loan or grant draws and monitors receipt of same. Monitors invoices for accuracy and prepares for vouchering.

Coordinates and prepares the department's budget processes and, with the Public Works Director and management team, prepares the department budgets. Analyzes expenditure and revenue patterns and forecasts for budget planning. Prepares draft and final budget documents for the department divisions according to departmental goals, priorities and available funding. Provides

Information for or prepares additional budgets including Equipment Rental Operating and Equipment Rental Reserves.

Monitors monthly expenditure reports for fund status and researches, writes and presents reports and recommendations for management such as benefit/cost analysis.

In conjunction with Finance Department accountants, prepares financial reports and schedules required by the State for the annual financial report. Prepares annual Department of Transportation Street Report and other financial and managerial information reports.

cPrepares or supervises preparation of vendors' invoices, other accounts payable invoices or other documentation to substantiate account receivables; establishes miscellaneous Revenue and Expenditure BARS numbers as needed. Responsible for petty cash fund.

Completes monthly time sheets for Engineering, Community Development departments. Prepares and maintains annual employee calendars of accrual balances and monitors timesheets prior to submission to payroll for available balances; verifies accuracy of payroll Accrual register. Advises Payroll annually and as necessary of distributions for payroll; maintains hourly rates for billing purposes as changes occur for Public Works Department employees and distributes as necessary.

Responsible for maintenance, inventory and assignment of City keys, including master keys.

OTHER JOB FUNCTIONS:

Provides office back-up to assist with public in-person or telephone inquiries, answering questions and routing requests for City services

Performs other related duties as requested.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed indoors in an office environment. Equipment used includes typewriter, telephone, FAX, scan copy machine, computer, calculator and other commonly used office equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of: theory and practice of governmental accounting as applicable to City operations and federal requirements, recognized methods used for internal cost and accounting controls.

Ability to: devise and evaluate accounting methods and procedures, prepare narrative and accounting reports and records; work harmoniously with personnel of other units and agencies; capable of undertaking independent action when applicable.

EDUCATION AND EXPERIENCE:

Experience, education, or training which provides the level of knowledge, skill and ability equivalent to:

BA Degree with major coursework in accounting, preferably emphasizing governmental accounting and two years of accounting experience including one year of governmental accounting;

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Valid WA State Driver's License.