

**BUDGET AND ACCOUNTING ADMINISTRATOR**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible administrative positions in the police department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the police department. Employees of this class assist in preparing the police department's budget, maintains payroll records, monitors revenues and expenditures and prepares, and submits projection reports. Employees of this class report to and perform their duties under the general supervision of a superior officer as designated by the Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists with managing the accounting for the money and assets of the police department. Assists in developing policies and procedures regarding department finances and submits recommendations to the Police Chief. Makes funding recommendations for the department. Prepares expenditure and revenue estimates. Assists in the preparation of financial and statistical reports.

Prepares and processes payroll documents. Verifies pay status for employees. Computes adjustments to employees' pay related to hours worked, longevity, promotions, and/or suspensions. Processes payroll documents related to changes in base rates and payroll information regarding applications for unemployment or workers compensation. Monitors employees' compliance with time and attendance rules and prepares time records on employees. Audits time records of department staff for accuracy. Explains payroll processes, deduction programs, and similar payroll matters with employees and writes memos in response to payroll questions received by department personnel. Takes complaints from employees about pay and corrects errors, changes, or other matters related to payroll.

Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Maintains pay and personnel records for employees.

Reviews budget justification to ensure it relates to budgeted dollars. Gathers information to be used in compiling budgets and personally handles budget preparation for one assigned function or division. Uses appropriate cost rates for proposed budget. Confirms

that anticipated promotions and other increases are calculated into the cost of the budget. Serves as liaison between the budget office and department. Provides financial and business information to auditors as required. Maintains master payroll file, individual attendance records, and payroll related documents such as time and attendance records, deduction notices, and employee registers.

Provides for the maintenance of budget and accounting records; compiles fiscal data; identifies budget issues and resolves problems; and verifies that various department records are accurate, when required.

Completes data entry into financial management software. Completes accounting and financial statements, payrolls, and similar documents using a computer, typewriter, or wordprocessor. Tracks expenditures from the grant fund and other special funds. Reports all available funds to the Police Chief.

Prepares routine correspondence in accordance with departmental policy and procedure. Monitors the department's electronic data processing activities related to accounting and financial record keeping. Processes accounting and control records. Maintains cost accounting records. Prepares documents and bills for mailing. Oversees the preparation and maintenance of records and reports. Personally completes any forms and records assigned. Processes retirement documents. Files payroll related documents, correspondence, cards, forms, records, or reports in hard copy files and on computer database.

Writes letters in answer to written and oral requests addressed to the department or needed to handle problems or to address other needs of the department. Answers telephone inquiries about the operating budget of the department or any related areas of financial management. Attends meetings as directed by the Police Chief.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

**MUST MEET ONE OF THE FOLLOWING:**

Must have at least four (4) years work experience in positions involving accounting, budgeting, or payroll duties.

**OR**

Must have an Associate's Degree in accounting and at least one (1) year work experience in positions involving accounting, budgeting, or payroll duties.