

**BUDGET AND ACCOUNTING ADMINISTRATOR**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which are monitoring and preparing the fire department's budget, performing weekly payroll functions, and preparing and submitting projection reports. The employee of this class approves all department expenditures and serves as a liaison for the fire department. Incumbent performs routine duties independently, reporting to and having work reviewed by the Fire 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.

Prepares and monitors the departmental operating budget. Gathers and organizes data and information to be used in preparing the budget. Prepares status and projection reports for the operating and capital budgets while managing budget monitoring systems. Assists the Fire Chief in accounting for the money and assets of the fire department by generating revenue and expenditure estimates. Reviews and tracks all departmental expenditures from grant funds to ensure funds are used to procure specified items. Keeps equipment and supply purchases within the established budget for the department and division. Serves as a liaison between the budget office and fire department as well as the city finance department.

Prepares and submits purchase requisitions for equipment and supplies. Maintains invoices and receipts and checks against purchase orders. Submits invoices for payment. Verifies accounting records against original sources. Manages accounts and account balances from which invoices will be paid. Issues receipts for monies received. Files bills, invoices, and other financial papers. Obtains necessary signatures on financial documents.

Performs weekly payroll functions and payroll records maintenance. Processes payroll and reports fund balances to Fire Chief. Files payroll-related documents such as time and attendance records, deduction notices, and employee registers. Computes the payout for accrued vacation and sick leave when personnel retire.

Establishes accounts with vendors. Contacts vendors and other agencies to balance account differences. Maintains a file of vendors, prices, and all contracts and contract agreements. Meets with sale representatives to review products and makes

recommendations for major purchases by the department. Reviews all financial statements and makes funding recommendations for the department.

Assists and prepares in developing statistical and financial reports. Develops policy and procedures that relate to department finances and makes recommendations on needed policy statements or changes. Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Attends meetings as directed by the Fire Chief, such as city council budget hearings. Writes requests for grants and other special funds to aid in the operation of the department.

Completes forms, form letters, transcripts, invoices, vouchers, reports, and similar records and documents. Makes calculations using a computer and calculator. Places telephone calls for the department and answers calls coming in on assigned lines. Prepares documents for mailing (collating materials, stuffing and addressing envelopes, sorting and labeling addressed envelopes, etc.). Supervises the general care and maintenance of department equipment, property, and supplies.

Performs any related duties as 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.

Must possess a valid driver's license.

Must have a bachelor's degree in accounting or business administration or (5) five+ years equivalent related work experience.