



Unified Police Department Job Description

Job Title:	Fiscal Assistant Manager	Reports To:	CFO
FLSA Status:	Nonexempt	Division/Department:	Administrative Services
Pay Grade	30, 32 (\$70,190.00 - \$83,720.00)		

JOB SUMMARY:

The Finance Assistant Manager monitors the payroll function, the management of the accounting operations of the UPD. And assists the CFO in treasury management and UPD budget maintenance.

ESSENTIAL FUNCTIONS:

- Monitors the Payroll function from start to finish; Ensures compliance with Fair Labor Standards Act; Produces bi-weekly payroll for 800+ employees; Reconciles insurance costs, employee contributions, and other payroll costs for accuracy and integrity; Ensures compliance with insurance and withholding payment schedules; Generation of monthly, quarterly, and annual payroll, prepare payroll withholding returns, W2's, 1095's.
- Directly supervise several employees in the finance department; oversees their job performance, and performs their performance evaluations.
- Monitor revenues and expenditures, including grant and contract billings; Oversee purchasing and accounts payable functions including generation of 1099's; Generates expenditure and revenue reports; Evaluate proposed major purchases and makes recommendations to the UPD management team; Oversee the RFP, RFB process; Supervises preparation of and monitoring of all grants and contracts; Reconciliation of account balances; Oversee accounts receivable and billing functions.
- Assist CFO with treasury management by monitoring the cash needed to fund operations; Transfers cash between funds and accounts as needed; Reconciliation of multiple bank accounts as needed.
- Assist CFO with managing the budget of the UPD of around \$80 million; Analyzes budget for management; Prepares Budget proposals; Provides oral and written Budget direction and assistance to the UPD management team and UPD Board; Monitors actual expenditures compared to the budget to assure accountability; Prepares Budget adjustments when necessary.
- Act in the absence of the CFO; Assess the cost of law enforcement services for planning purposes; Assists the UPD management team in short and long term master planning; Serves on task force and advisory boards as assigned; Represents the UPD at meetings with township, city, and county mayors, councils and other elected officials as assigned.
- Provides financial software support and prepares on-demand financial/HR reports to management as needed.
- Liaisons with property and evidence to record, track and audit controlled and fixed assets. Prepares any depreciation schedules as needed.
- Reviews and recommends financial policy updates in accordance with the UPD, State and Federal laws and regulations and generally accepted accounting principles.

EXPERIENCE/EDUCATION REQUIREMENTS:

- Must have a Bachelors degree in Accounting, Finance, or Business Management **and** have at least 4 years' experience working in an accounting capacity.
- Pass a UPD criminal background check
- Preference may be given to candidates that have previous supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Local government, personnel and payroll practices and procedures

- Accounting, budget management and fiscal principles and methods
- General office procedures and methods
- Communication principles, methods and techniques

Skills and Abilities to:

- Possess and apply good organizational skills
- Communicate and work well with other individuals
- Work independently and make professional decisions
- Perform mathematical and accounting computations
- Respond to problems and concerns appropriately
- Use a 10-key calculator, keypad or adding machine
- Use personal computer word processing and spreadsheet programs
- Solve a variety of complex mathematical and accounting problems
- Relate to individuals of diverse social, economic and ethnic backgrounds
- Follow verbal and written instructions
- Communicate effectively verbally and in writing
- Respond effectively and capably in stressful situations
- Act independently
- Supervision
- Possesses advanced level MS Excel and computer skills to analyze and automate some operations, and use advanced functions such as Pivot Table commands and mathematical, logical and statistical and financial functions to manipulate data.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Able to sit and work at a computer keyboard for extended periods of time.
- Able to perform general office administrative activities: copying, filing, delivering and using the telephone.
- Able to lift and move up to 25 pounds occasionally

IMPORTANT INFORMATION REGARDING THIS POSITION

- This position has a career ladder, Employees generally progress through this series to the experience level based on satisfactory performance and possession of the required experience. Minimum 3 years experience is requested at each level:

Fiscal Assistant Manager I

- The employee performs an expanding range of professional fiscal management assignments in a developing capacity. Possesses reconciling, supervisory, presentation, and computer skills to perform variety of functions within the organization.

Fiscal Assistant Manager II**

- The employee performs a full range of professional fiscal management assignments. Considerable independent judgment is used to make decisions in carrying out assignments and self-generated tasks that have significant impact on services or programs. Excels in reconciling, supervisory, presentation, and computer skills to help the organization be the best that it can be.

Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

** A professional certification may be substituted for 1 year of experience to advance from level I to level II.

Revised Date/Consultant's Initials: (mm/dd/yyyy, initials)

Supervisor Approval:		Date:
HR Approval:		Date: