

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Financial Coordinator

**Department:** Police  
**Pay Grade:** 512  
**FLSA Status:** Non-Exempt  
**Job Code:** P611

#### JOB SUMMARY

The purpose of this classification is to assist the Chief of Police, Command Staff and Division Managers with the planning, evaluation, and management of the Department's operating and capital budget and asset forfeiture accounts for the Police Department.

#### ESSENTIAL JOB FUNCTIONS

- Assists staff in planning, coordinating, evaluating, implementing, and managing the Department's operating and capital improvement budget.
- Consults with the Chief of Police, Division Managers and Supervisors, Finance Department and other City leadership to review budget/financial or other operations/activities, review/resolve problems, receive advice/direction, and provide recommendations on individual budgets.
- Interprets, applies, and ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures staff adheres to budgetary requirements and procedures; initiates any actions necessary to correct deviations or violations.
- Evaluates program budgets, services and operations and assesses effectiveness and performance; identifies and implements changes to maximize use of resources, including Priority Base Budgeting (PBB) to better serve the Department's finance needs.
- Prepares, monitors, and balances departmental annual operating budget; processes documentation pertaining to budget or general financial management; enters budget data into computer; monitors expenditures to ensure compliance with approved budget; prepares bank deposits; coordinates internal accounting activities; maintains current balances for general ledger accounts; establishes and monitors accounts; balances funds between revenue and non-revenue accounts; prepares budget transfers and amendments.

- Oversees payroll, purchasing, accounts payable, and accounts receivable associated with the department; ensures timely processing of payroll; processes documentation; obtains price quotes for potential purchases; prepares purchase orders and enters purchasing data into computer; reviews invoices or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records; creates invoices and forms; posts billing data to customer accounts; responds to billing inquiries.
- Stays abreast and informs the Chief of Police and command staff of changes in asset forfeiture laws and open records laws.
- Provides guidance, direction, assistance, and support to staff regarding budget preparation and implementation; provides budgetary recommendations during implementation of department division work plans; instructs and/or trains personnel in correct budgeting methods and procedures; coordinates and/or conducts budget training workshops.
- Coordinates preparation of revenue and expenditure forecasts for current and five-year financial planning. Assists in formulating business plans, along with updating, and implementing budgetary policies.
- Directs and/or performs monitoring of capital and grant project financial information, and preparation of related reports. Communicates findings to the Chief of Police, command staff, division managers and department staff.
- Compiles budget data for department; creates charts/graphs to analyze/compile individual cost center requests and produce an overview of organization requests. Implements department budget amendments, transfers, and budget revisions; confirms funding for agenda items, budget amendments, and project budget change requests.
- Assists in monitoring expenditures to ensure compliance with approved budgets.
- Compiles, prepares, processes, evaluates, and distributes various reports and records for department.
- Prepares various forms, reports, correspondence, budget amendments, budget transfers, budget change requests, financial reports, budget/CIP submittals, encumbrance authorization requests or other documents. Reviews statistical data, chart of accounts, laws, ordinances, resolutions, regulations, policies, procedures, manuals, directories, reference materials, or other documentation.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.
- Communicates with employees, other departments, auditors, the general public, outside agencies (HIDTA), contractors, vendors, sales representatives, volunteers and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings and makes budget presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Responsible for financial audits within the Police Department, such as Pe-pi, Petty Cash, and Evidence.
- Monitors spending in the department and proactively looks for solutions to eliminate any financial deficiencies.
- Provides assistance to other employees or departments as needed.

- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Finance, Accounting, Public Administration, Business Administration, or closely related field; supplemented by two (2) years previous experience and/or training involving public budget development, governmental accounting/finance, financial management, financial analysis, and general accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Must possess, or have the ability to obtain, a valid Georgia Peace Officer Standards and Training (P.O.S.T.) certification.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of governmental accounting and municipal budgeting procedures.
- Knowledge of principles and practices associated with budget development and the budget approval process in a governmental environment; and requires considerable knowledge of the philosophy, theory and principles of public administration.
- Knowledge and/or experience with asset forfeiture is highly preferred.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*