

POLICE FISCAL OFFICER

DEFINITION

Under general direction, performs responsible, professional accounting, budgeting and fiscal management duties and supervises the fiscal section of the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Designs, installs, maintains and revises general and cost accounting systems for the Police Department, within the parameters of the City's accounting systems. Sets up and maintains special accounting records. Audits and analyzes monthly expenditures and revenue of department programs. Trains and supervises technical support staff in department payroll attendance reporting, invoice payments (via Direct Payment Voucher) and purchase requisition functions. Assists managers in the preparation of various bureau, division, grant and other special budgets. Prepares the annual budget document for the Police Department. Analyzes and provides fiscal control of department budgetary requests and expenditures. Prepares appropriation adjustments and special reports on expenditures including budget, revenue analysis, accounting systems and techniques. Prepares detailed projections for future increases in costs and expenditures. Prepares needed financial reports for state and federally funded programs/grants. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class requires the exercise of considerable initiative and independent professional judgment in the application of accounting theory, budget principles and practices to the solution of difficult and complex project cost and accounting problems.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible and complex professional accounting or budgetary experience, preferably including supervisory experience, and graduation from a four-year college or university with a major in accounting, business or public administration, economics or finance, if degree includes or is supplemented by 12 semester units of accounting.

DESIRABLE KNOWLEDGE SKILLS AND ABILITIES

Knowledge of: municipal budgeting principles and practices; accounting theory, principles, practices; accounting, including cost accounting, purchasing, tax and revenues; laws, regulations, procedures and processes governing the receipt and expenditure of municipal funds.

Skill in: the use of computers and their application to the prescribed needs of the fiscal section. Supervisory experience is desirable.

Ability to: apply professional accounting principles, knowledge and skills to the maintenance of a complex set of fiscal and accounting records; monitor and project revenues/expenditures; recommend reallocation of funds; ensure grant compliance; prepare complete and accurate reports; write regular and special reports; perform detail work involving written or numeric data and make arithmetic calculations rapidly and accurately; establish and maintain effective working relationships with other employees and the public; instruct and supervise subordinate and clerical employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The appropriate individual effectively conveys technical financial and budgeting concepts to laypersons when assisting Police Department managers in strategic fiscal planning. Able to see the "big picture," this person develops and manages financial systems in furtherance of organizational goals. He or she is alert to financial discrepancies and deficiencies and takes responsibility for resolving them. The successful performer functions well in a stressful environment, characterized by short timelines and close interaction with a wide variety of individuals. He or she works closely with the Police Personnel division to resolve fiscal and personnel issues in an accurate and timely manner.

Class title established per Council Resolution No. 85-155,
effective 12-2-85

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