

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>P611</b>
<b>FLSA:</b>	<b>NE</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>510</b>
<b>EEO:</b>	<b>1</b>

**CLASSIFICATION TITLE: FINANCIAL COORDINATOR (POLICE DEPARTMENT)**

**Applications are only accepted on-line at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)**

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**PURPOSE OF CLASSIFICATION**

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 FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

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 public, outside agencies, 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**

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. Knowledge and/or experience with asset forfeiture is highly preferred.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Requires thorough knowledge of governmental accounting and municipal budgeting procedures; requires thorough 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.

**Data Utilization:** Requires the 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.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the 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.

**Functional Reasoning:** Requires the 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.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, 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.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*