



FINANCE COORDINATOR

DEPARTMENT: POLICE
GRADE 34

CHARACTERISTICS OF THE CLASS:

Under the supervision of the Administrative Bureau Major, the Finance Coordinator will be responsible to supervise clerical staff performing payroll duties within the Police Department. The Finance Coordinator will work in budgetary analysis which uses common procedures and practices, regulations, and organizational policies to develop and implement the City budget within the Police Department. Will assist in preparing budget requests and justifications by gathering, extracting, reviewing, verifying, and consolidating a variety of narrative and statistical data; examining budget requests for accuracy and conformance with procedures and regulations; and comparing budget requests with prior year estimates and current operating reports. May perform more complex assignments to assist Command Staff.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervise clerical staff performing payroll duties.
2. Reviews and verifies budget data for consistency with financial and program objectives.
3. Assists in the facilitation of and participates in the preparation and control of annual budgets by compiling and analyzing financial data; coordinating the preparation of narratives, prepares cost information; prepares budget related documents and charts; and prepares budget reports, plans and projects.
4. Assists in preparing budget requests and justifications; formulates and revises budget estimates.
6. Performs monthly budget variance analysis. Researches and prepares reports for management review concerning revenues and expenditures.
7. Forecasts funding needs for operating programs with varying annual requirements for goods, services, equipment, and personnel.
8. Performs related work as required.

REQUIREMENTS:

A. Training and Experience:

Have a Bachelor's Degree from an accredited college or university with major coursework in accounting supplemented by two (2) years of professional finance experience in public or private enterprises or possesses a minimum of (5) years of professional finance experience in public or private enterprise.

B. Knowledge, skills and abilities:

Knowledge of budgeting techniques, principals, and practices in public or private organizations.

Knowledge of microcomputer spreadsheets, word processing, graphics, and database management systems.

Knowledge of business office practices and procedures, computerized budgeting and accounting systems.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3,8,9