



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: December 10, 2021

JOB VACANCY MEMORANDUM NO. 21-56

TITLE: Fiscal Administrator II, Accounting Assistant

ELEMENT OF ASSIGNMENT: Fiscal Division/Financial Services Unit

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,414

VACANCY STATUS: Vacant

EXPIRATION DATE: January 21, 2022

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

To receive and disburse all funds for the Board of Police Commissioners and to perform associated accounting and bookkeeping functions.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Maintain accounting general ledger, subsidiary ledgers, and required documentation pertaining to financial transactions, including payroll transactions.
2. Process accounts payables and accounts receivables; maintain files and develop work sheets. Track the status of all purchase orders and ensure the timely payment of all invoices received from vendors.
3. Process statements required by law or contracts including Forms 1099, monthly grant statements, and other miscellaneous regulatory documents.

4. Reconcile accounts, bank statements, and other financial reports; comprehend financial information to ensure expenditures are made in accordance with guidelines.
5. Collect data and prepare memorandums concerning accounting and payroll related projects, including special projects initiated by the Board of Police Commissioners and department personnel.
6. Prepare work sheets and financial reports, and develop necessary accounting estimates for the independent audit.
7. Track grant activity to ensure compliance according to federal and state guidelines; ensure grant reporting and reimbursements are completed in a timely manner; and assist with grant application preparation and submission of grants to appropriate entities.
8. Track the fixed asset inventory and coordinate the repair, replacement and disposal of these assets. Coordinate the depreciation of capital assets.
9. Maintain reliable and predictable attendance.
10. Perform related duties as required.
11. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent should have a Bachelor's degree from an accredited four-year college or university with major course work in accounting, business administration, or a related subject area. One year of relevant experience may be substituted for each year of required education. Degree preferred or a minimum of four years' work experience. The incumbent must have professional experience in governmental or business accounting and have a working knowledge of applicable laws, regulations, procedures, and processes governing the receipt and expenditure of public funds. Incumbent must be familiar with automated accounting systems and proficient with Microsoft Office software (including Microsoft Excel). Special preference given to accounts payable experience and grant management experience.

Physical Requirements: Position may require light lifting (5 to 20 pounds), use of the telephone and sedentary work at a computer. Other physical requirements associated with filing; occasionally, bending, stooping, and kneeling.

Job Location: (Place where work is performed.)

This position operates in a standard office environment 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computer
- Typewriter
- Check protector
- Calculator
- Copier/Scanner/Fax
- Folder/Sealer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Margaret Harman, Administrative Supervisor, Accounting & Payroll Section** by no later than **JANUARY 21, 2022**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **JANUARY 21, 2022**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit