



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, religion, sex/gender, age, national origin, genetics, or disability.

DATE: May 29, 2019

JOB VACANCY MEMORANDUM NO. 19-23

TITLE: Fiscal Administrator II, Accounting Assistant

ELEMENT OF ASSIGNMENT: Accounting and Payroll Section, Financial Services Unit

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,414

VACANCY STATUS: Anticipated

EXPIRATION DATE: June 12, 2019

REQUIREMENTS:

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 the fixed asset inventory and coordinate the repair, replacement and disposal of these audits. Coordinate the depreciation of capital assets.
8. Maintain reliable and predictable attendance.
9. Perform related duties as required.
10. 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 must have graduated from an accredited four year college or university with major course work in accounting, business administration, or a related subject area; and have professional experience in governmental or business accounting. Incumbent must 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, personal computers, and spreadsheets.

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.)

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 members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command. In addition, provide a cover letter and resume and submit them directly to the Human Resources Division to be received no later than **JUNE 12, 2019**.

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than **JUNE 12, 2019**.

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

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

Captain Gregory Williams

Captain Gregory Williams
Commander
Employment Unit