



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: February 24, 2025

JOB VACANCY MEMORANDUM NO. 25-09

TITLE: Accounting & Payroll Operations Supervisor, Supervisor, Accounting & Payroll Sections

ELEMENT OF ASSIGNMENT: Fiscal Division/Financial Services Unit

PAY RANGE: 21

STARTING MONTHLY SALARY: \$6,157

VACANCY STATUS: Anticipated

EXPIRATION DATE: March 10, 2025

REQUIREMENTS:

To plan, organize, and supervise personnel in, the operation, audit, and maintenance of accounting, payroll, and fiscal activities.

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

1. Supervise, coordinate, and assist in the control of fiscal activities; oversee proper maintenance of accounting and payroll records and reports; review and approve financial statements.
2. Analyze accounting systems and develop new and revised procedures; approve and supervise the development and maintenance of computerized systems for processing accounting transactions.
3. Direct major accounting activities such as auditing vendor invoices, payroll, and accounting for taxes and accounts receivable.
4. Prepare and submit financial reports such as the monthly financial report, varied income and expense statements, and trial balances of all operating, debt, working capital, grant, and bond funds.

5. Analyze complex accounting systems and problems; organize, edit, and present oral and written reports of findings and recommendations.
6. Supervise personnel engaged in the seizure and forfeiture of assets from drug-related arrests in state and federal cases; monitors the accounting of funds received.
7. Maintain reliable and predictable attendance. May be required to work flexible hours and/or overtime to meet element needs.
8. Perform other duties as required.
9. 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 effectively meet the demands of this position, a minimum of a bachelor's degree in accounting, business administration, or a related field is required; Certified Public Accountant (CPA) preferred. Five years of professional experience in governmental or business accounting and two years of supervisory experience are strongly preferred.

The incumbent must have considerable knowledge of accounting principles and procedures as applied to complex governmental accounting systems and applicable laws, regulations, procedures, and processes governing asset forfeiture and the receipt, custody, and expenditure of public funds. Strong organizational, decision making, oral and written communication, and analytical skills are imperative. Must have the ability to establish and maintain effective working relationships with subordinates and commanders.

Physical Requirements: Position may require light lifting (5 to 20 pounds), use of the telephone and sedentary/stationary 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
- Calculator
- Copier/Scanner/Fax

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 **Captain Benjamin Caldwell, Financial Services Unit** by no later than **MARCH 10, 2025**.

Outside applicants – Go to <https://careers.kcpd.org> and complete an on-line application. Questions; please contact Mindy.Davis@kcpd.org, to be received no later than **MARCH 10, 2025**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit 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, CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton

Captain Justin Pinkerton

Commander, Employment Unit