POLICE FISCAL SERVICES ANALYST

DEFINITION
Under general supervision, identify monitors and tracks fiscal-related issues and documentation of the Police Department and supervises the Police Department Purchasing and Payroll Unit.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Identifies, monitors and tracks fiscal-related issues and documentation of the Police Department;
- Prepares, develops budget and projects costs, estimates revenues and anticipates capital expenses within Police Department;
- Finds fiscal-related problems and issues and recommends solutions, suggestions and cost savings and amends Police \ budget accordingly;
- Predicts staffing levels, researches programs and compiles justification support information to project, analyzes, reviews and oversees department operating expenditures;
- Supervises the Police Department Purchasing and Payroll Unit;
- Reviews goals and objectives with assigned staff;
- Serves as a liaison City’s Finance Department Payroll, Budget, Purchasing and Revenue Divisions to resolve fiscal-related problems, errors, questions and share program information;
- Receives, researches, processes and signs payments for Department expenditures to outside agencies and vendors; composes Council reports, research documents, status reports and quarterly reviews;
- Serves as a contact person to provide information and respond to questions and issues from other City departments.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledge of** budget development and analysis principles and best practices, record preparation and management, quality supervision principles and techniques, and of state, local and Federal grant regulations and procedures;
- **Skilled in** preparing status reports, statements and documents, monitoring, tracking, analyzing and evaluating expenditures and financial transactions, performing mathematical and statistical calculations and financial projections, following and providing oral and written instructions and in establishing and maintaining productive working relationships;
- **Ability to** effectively communicate verbally and in writing in English with all levels of staff, to perform essential duties with little to no immediate supervision and implement and enforce policies and procedures to ensure effective management of Police services.
- **Proficient in** the use of a personal computer and other electronic devices to include MS Office, Excel, Outlook and other industry related software to perform essential duties.

QUALIFICATIONS
Bachelor’s degree from a four year accredited college or university in Finance, Accounting or closely related field, **AND** four (4) years of progressively responsible experience performing complex payroll and budget preparation, analysis and monitoring compliance **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Drivers License.