

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

3. Working Title (if any):

Accountant

4. Name & Class of First-Line Supervisor:

Terri Genin – 18-12

Work Phone: 266-4477

5. Department, Division & Section:

Police

6. Work Address:

211 S Carroll St

7. Hours/Week: 38.75

Start time: 8:00am End time: 4:30pm

8. Date of hire in this position:

As soon as possible

9. From approximately what date has employee performed the work currently assigned:

N/A

-
10. Position Summary:

This is responsible professional accounting work preparing financial statements, conducting audits, analyzing expenditures, processing payroll, and and/or performing other related professional accounting activities and functions. Work requires broad-based accounting knowledge and is characterized by the exercise of judgment and discretion. This position will perform a wide variety of accounting assignments and, once trained, will assume responsibility for coordinating the Training Center enterprise accounting system, supervising purchasing or payroll clerical staff and managing the MPD contract and capital expenditure processes.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Coordinate all Financial processes at MPD Training Center:

1. Work directly with the Capt of Training to ensure that basic accounting theory, internal controls, and City guidelines are adhered to in all financial processes at the Training Center.

2. Provide cost analysis for all functions at the Training Center and provide recommendations related to pricing and procedures.
 3. Coordinate the billing process, ensuring accurate payment by attendees.
 4. Develop and produce timely financial reports for all aspects of MPD training, and work directly with the Captain of Training and other commissioned personnel to ensure understanding of implications of a wide-variety of financial information.
 5. Work with appropriate training personnel to ensure purchasing processes follow City guidelines.
 6. Assist the Captain of Training and other commissioned personnel with development of budget proposals.
- 20% B. Manage all MPD contracts:
1. Work with MPD command staff to develop, implement, and process all MPD contracts including software, training, purchasing, etc.
 2. Utilize contract matrix to ensure City guidelines relating to contracts are followed
 3. Serve as MPD representative on City contracts committee
 4. Develop proposals for contract process improvements
 5. Coordinate all MUNIS processes related to contracts
- 20% C. Manage all non-grant project accounts, including all capital projects:
1. In conjunction with MPD Captains/Managers, develop cost analysis of all capital budget proposals
 2. Develop project timelines for significant capital proposals
 3. Coordinate implementation of all capital projects with other City agencies as needed, including Facilities Management, Fleet Services, Radio Shop, etc.
 4. Manage financial aspects of all capital projects, including contracts, purchasing, payments, and ensure appropriate budget management
 5. Develop resolutions as needed for capital and other non-grant projects
 6. Coordinate all MUNIS processes related to capital and other MPD non-grant projects
- 20% D. Provide other financial services for the MPD:
1. Under the direction of the Finance Manager, provide cost projections and/or cost analysis of any and all MPD financial accounts
 2. Develop and provide detailed reports for MPD command personnel of operating, capital and segregated revenue and expense
 3. Manage all miscellaneous revenue, including making deposits, preparing billing and reconciling accounts
 4. Manage the billing process for all MPD special events and special duty and reconcile billing statements with actual expenditures
 5. Provide recommendations regarding financial operations, budget development, and other MPD financial processes
 6. Oversee clerical personnel assigned to either purchasing or payroll
 7. Monitor and track all non-payroll MOU's related to finance
 8. Back-up Grant Administrator as needed

12. Primary knowledge, skills and abilities required:

Working knowledge of professional accounting theory, principles, and practices. Working knowledge of various accounting systems and their applicability to municipal financial operations. Working Knowledge of and ability to use computer software applicable to the duties of the position. Ability to apply accounting theory to operational problems. Ability to prepare routine financial statements and reports. Ability to gather, tabulate, and prepare various statistical reports. Ability to perform financial audits. Ability to follow written and/or oral instructions. Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts. Ability to perform accurate calculations. Ability to lead or supervise clerical or paraprofessional staff. Ability to communicate effectively both orally and in writing. Ability to use computers in conducting professional accounting work. Ability to prepare complex financial statements and reports. Ability to advise and assist both internal and external managers on the resolution of accounting problems or issues. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Able to sit at a desk for long periods

16. Supervision received (level and type):

Under the general supervision of the MPD Finance Manager (18-12)

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.