

CHESTERFIELD TOWNSHIP

CLASSIFICATION DESCRIPTION

Classification Title:	Clerical
Job Assignment:	Public Safety Budget Analyst – Part-Time
Department:	Public Safety
Hiring Authority:	Public Safety Director
FLSA Status:	Non Exempt – Part-Time
Employment Relationship:	Just cause subject to the probationary period in POLC Clerical CBA
Effective Date:	July 8, 2019

JOB SUMMARY:

Provides general assistance in the areas of the Public Safety Department's budget management, daily, monthly, and yearly account payables and receivables, and performs related duties as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Tracks, manages, and advises on Departmental budget forecasting.

Maintains documents and records including pertinent accounting data.

Reconciles various line items in the Public Safety budget.

Assists with projects including yearly budget, budget amendments, and audit.

Assists in reviewing invoices to ensure valid charges, proper authorization, and correct account numbers prior to payment.

Assists in monitoring due dates on invoices to confirm they are paid in a timely matter to avoid late fees.

Assists in reconciling processed work by verifying entries and comparing system reports to balances.

Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals or departments.

Works closely with the Township Accounting Department.

Monitors all facets of the Public Safety budget including Police, Fire, and Dispatch.

Analyzes financial information to ensure all operations are running within the budget.

Prepares or presents budget materials as requested, to the Public Safety Director.

QUALIFICATIONS (Education and Experience):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.

Bachelor Degree in Accounting or General Business from an accredited college. Five (5) years of professional experience in a comparative position may substitute for Associate Degree, with continuing education accomplishments documented with experience.

Work experience in municipal setting.

Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel.

PREFERRED:

Previous budgeting or general business experience within a public or non-profit organization, preferably in a municipal setting.

Experience with BS&A municipal software.

SKILLS AND SPECIFICATIONS:

Knowledge of office terminology, procedures, equipment and business arithmetic.

Knowledge of accounting principles and terminology.

Ability to perform duties with a high degree of accuracy.

Knowledge of Microsoft Excel and accounting systems, specifically BS & A.

Ability to make routine decisions in accordance with laws and established departmental policies and procedures.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to establish and maintain effective working relationships with Elected Officials, Department Heads, employees, and the public.

Ability to conduct oneself with tact and courtesy.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Works in an office environment and uses a computer, telephone and other office equipment on a regular basis. The noise level in the work environment is typical of that of an office with frequent contact with customers.

May encounter frequent interruptions throughout the day.

Seeing (vision), sitting, talking/speaking, and listening/hearing are required.

Manual dexterity and regular fine finger and hand wrist motions are regularly required for operating a keyboard, writing and filing.

Is required to drive occasionally needs to lift up to 25 pounds.

AUTHORIZATIONS:

Human Resources Approval

Date

Township Supervisor Approval

Date

General Requirements and/or Disclaimers

The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

Be physically able to perform the essential functions of the position, with or without reasonable accommodation.