



Job Title	Police Financial Services Supervisor	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	14423

Class Specification – Police Financial Services Coordinator

Summary Statement:	
The purpose of this position is to supervise senior office specialists responsible for the Colorado Springs Police Department (CSPD) financial services. This is accomplished by performing accounts payables; ensuring compliance with established purchasing regulations; reconciling the departments VISA program; recording and reconciling deposits; and supervising employees in the financial services department.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Supervises senior office specialists responsible for Colorado Springs Police Department (CSPD) deposits, wireless device program, VISA program, and all travel reimbursements. Also supervises volunteers assigned to unit. Supervisory duties include: approves timecards ensuring hours worked reported by employee was performed as reported; approves use of overtime established goals and objectives; helps employees understand job responsibilities and performance expectations; completes bi-annual evaluations to provide employees with feedback on performance and accomplishments; establishes schedules and methods necessary to meet the needs of internal and external customers; and provides training when necessary.
50%	Performs multiple accounts payable duties (warrant requisitions, purchase orders, contract payments, and VISA payments); ensures compliance with established purchasing regulations, Police Department policies, and other City policies; ensures compliance with budgetary restrictions; and resolves discrepancies. Ensures all CSPD contracts are current by maintaining files of contract documents, tracking contract expiration dates, and coordinating renewals as necessary. With the exception of invoices related to the Alarms and Extra Duty Programs, prepares, distributes, maintains, and tracks all CSPD-generated invoices. Verifies cash deposits and reconciles against PeopleSoft turn-in and sale documents to mitigate risk and minimize errors.
10%	Tracks CSPD’s Intergovernmental Agreements/Memorandums of Understanding by: maintaining files of executed agreements and associated documentation; tracking expiration date of each agreement and facilitate renewals when necessary; acting as reference for department members regarding the existence and details of each agreement; being responsible for knowing financial implications and responsibilities of each agreement; and ensuring any necessary invoicing, payments, and documentation are accomplished per established deadlines.



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%	Monitors accounts payable, accounts receivable, and cash receipt activities in relation to all Police Department gift trust accounts; researches and analyzes supporting information for compliance and compatibility with gift trust guidelines; and prepares adjusting entries to the general ledger related to the gift trust accounts.
%	Provides administrative assistance to City staff related to responsibilities associated with the Public Safety Sales Tax Oversight Committee by preparing documents for meetings; attending meetings and taking minutes; posting minutes and agendas on City’s website; and maintaining complete files of minutes, agendas, and any additional documents from meetings.

Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Associate’s degree from an accredited college or university with major coursework in business administration, public administration, or a related field.	
Experience: Five years of full-time responsible technical, clerical, or administrative experience and two years of supervisory and program administration experience.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Microsoft Office and HRIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014