



**Classification:** Fiscal & Budgetary Analyst I (Training Division)

**Title Code:** V00131

**Pay Range:** 15

### **POSITION SUMMARY:**

This is an entry-level position where the employee prepares and processes the Training Division's fiscal budget consisting of state and federal appropriations. Duties may also include maintaining complex financial records, files, and ledgers of expenditures, including contractual agreements. An employee in this position participates in an on-the-job training program. Work is performed in accordance with established policies and procedures. Detailed instructions are given at the beginning of work and on subsequent assignments. The employee in this position is closely supervised.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Learns how to audit invoices of encumbered and un-encumbered monies for accuracy and compliance with state regulations; reviews and confirms all liquidation payments against encumbrances.

Maintains records of the Training Division expenditures of specific allocations through the SAM II system; prepares and maintains computer spreadsheets to assist in the auditing of the Highway Patrol Academy expenditures; performs weekly internal audits of proper allocations.

Prepares the division's annual expense budget and annual Fund Financial Summary Report; tracks and monitors expenditures to ensure compliance with the projected budget; audits and requests changes in fund allocations as needed.

Maintains fiscal year files and records on facility usage, tuition, federal reimbursements on monies deposited in the Training Division Account, etc.; develops and distributes invoices for facility usage, meals, federal reimbursements, etc.; maintains ledger on meals, monies deposited, revenue transmittals, etc.

Monitors the state and federal grants by computing, tracking, and submitting invoices for payment and amends the budget grant as necessary; learns how to project expenditures on a regular basis to include a three year plan for expenditures of federal grant funds.

Serves as the purchasing agent for the division (e.g., obtains bids, initiates purchase orders, contract releases, purchases items, maintains office supplies, etc.); requests and maintains agreements for the Training Division's equipment/services through contracts and purchase order requisitions; writes bid specifications, obtains bids, and initiates SAM II documents to procure items/services for the division.

Educates and provides guidance to Recruits reference Uniform Expense Report preparation and processing; assists division employees with financial matters regarding expenditures as needed.

Collects and consolidates expenses for the division operation from financial records and files; audits and requests changes in fund allocations as needed.

Prepares and processes state expense reports and uniform allowance reports for payment.

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Maintains and updates the fiscal year audit ledger and records for the division.

Creates, revises and updates reports and/or worksheets utilizing spreadsheet, database and mainframe computer applications.

Maintains, verifies and updates manual ledgers and records; sorts, transports, files, and purges records and documents.

Operates office equipment (e.g., typewriter, calculator, copier, video terminal, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of modern office practices, procedures and equipment.

Some knowledge of auditing procedures, business management, filing bookkeeping principles and practices.

Ability to learn how to apply general bookkeeping principles in the recording of appropriations, encumbrances, and expenditures.

Ability to make arithmetical calculations with speed and accuracy.

Ability to maintain complex records and files.

Ability to verify documents produced and received and take proper steps to reconcile errors.

Ability to work with others and display team leadership.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to alphabetize, transport, file, and purge documents and records.

Ability to work independently with general supervision.

Skill in operating a calculator with a high degree of efficiency.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

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Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

Completion of one course in accounting or bookkeeping (either at the high school, technical school, or college level).

Three years of responsible clerical experience.

**NECESSARY SPECIAL REQUIREMENTS:**

None

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.