



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** May 7, 2025

**JOB VACANCY MEMORANDUM NO.** 25-15

**TITLE:** Supervisor IV - Account & Grant Administrator

**ELEMENT OF ASSIGNMENT:** Fiscal Division/Financial Services Unit

**PAY RANGE:** 57

**STARTING MONTHLY SALARY:** \$5,940

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** May 21, 2025

## **REQUIREMENTS:**

To assist the Accounting Supervisor in supervising and directing the work performance of section personnel and to identify, analyze, and resolve problem areas. Coordinate the entry of new accounts in the automated accounting system, and complete the movement of accounting system data from one year to the next. Coordinate the establishment, processing, monitoring and reporting of all grant functions within the Department's accounting system and to outside agencies.

## **Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Enter new accounts in the software system to process purchase orders and payables. Oversee the proper maintenance of account records and reports.
2. Generate monthly account statements and track Office of General Counsel (OGC) expenditures; perform other accounting tasks at the request of the OGC.
3. Analyze submitted data concerning the Department's fee structure and tender annual update for the status of said fees.
4. Make department business travel arrangements and audit receipts and requests for reimbursement.

5. Organize, allocate, supervise, and review the work of subordinates in the accomplishment of routine and complex activities; develop efficiency measures.
6. Identify and resolve issues in each section.
7. Implement work assignments as instructed by the Accounting Supervisor. Maintain superior level of knowledge of the application of bookkeeping principles, maintenance of fiscal and accounting records, and the preparation of financial reports.
8. Ensure the accurate completion of payroll related tax forms (1099's, W-2, etc.)
9. Research data related to accounting & payroll issues, and present recommendations in written or oral form.
10. Communicate with outside vendors, financial institutions, outside state and local agencies, department personnel, etc. regarding accounting transactions.
11. Review grant applications prior to submission for special conditions, budget, matches, reporting requirements and any possible supplanting issues.
12. Monitor grant balances and review all grant billings prior to submission to grantor for reimbursement.
13. Review daily payroll entries for accuracy.
14. Coordinate the submission of documentation for the monthly Board of Police Commissioners meeting for the Accounting and Payroll Section.
15. Coordinate the annual workers' compensation actuarial study for the outside vendor.
16. Prepare bank and audit bid and the yearly renewal.
17. Handle the modification of any bank documents due to changes in personnel.
18. Organize and review donations to and from the department.
19. Prepare the Grant Summary Report.
20. Coordinate and transfer monies from the Property and Evidence Unit for deposit in department accounts.
21. Verify single audit filing with the audit clearing house.
22. Supervise, coordinate, and participate in the completion of various section processes and special projects.
23. Maintain reliable and predictable attendance. May be required to work flexible hours and/or overtime when element needs arise.

24. Perform related duties as required.
25. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, it is preferred the incumbent graduated from an accredited four-year college or university with major course work in accounting, business administration, or a related subject area; 2 years of professional experience in governmental or business accounting is preferred. Incumbent must have a working knowledge of applicable laws, regulations, procedures and processes governing the receipt and expenditure of public funds. Strong decision-making, problem solving, oral communication, writing, and organizational skills are necessary. Incumbent must be familiar with automated accounting systems, personal computers, and spreadsheets.

**Physical Requirements:** Position may require light lifting (5 to 20 pounds), use of the telephone and sedentary/stationary work at a computer. Other physical requirements associated with filing; occasionally bending, stooping, and kneeling.

**Job Location:** (Place where work is performed.)

This position operates in a standard office environment 100% of the time.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Personal computer and applicable installed software
- Calculator
- Telephone
- Copier/Scanner/Fax
- Folder/Sealer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Benjamin Caldwell, Financial Services Unit by no later than MAY 21, 2025.**

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **MAY 21, 2025**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must also complete a CVSA, post-offer physical examination and drug screen.

***Captain Justin Pinkerton***

Captain Justin Pinkerton

Commander, Employment Unit