



Classification: Fiscal and Budgetary Analyst I
Criminal Justice Information Services (CJIS) Division

Title Code: V00131

Pay Range: 15

POSITION SUMMARY: This is an entry-level position where the employee examines all financial records for the Criminal Justice Information Services (CJIS) Division's Network and Technology Revolving Fund. This position reviews monthly expense reports, purchase orders, invoices, payments, and supporting documentation for accuracy and compliance with state regulations. The employee also plans, directs and maintains the accounting system. The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses the SAM II on-line financial system to enter invoices, payments and customer information. The employee also maintains complex financial records, files, and ledgers. The employee also serves in a back-up capacity for CJIS Accounting Unit. An employee in this position is closely supervised; however, the employee performs work independently within the framework of established rules and procedures.

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.):

Assists with analyzing and examining all invoices and monthly expense reports for the CJIS Division's Network and Technology Revolving Fund; reviewing documentation for accuracy and compliance with state regulations, and assignment of proper fund, appropriation, and object codes; as well as communicating with personnel in troops, divisions, local Law Enforcement agencies, State Accounting, and vendors to clarify and correct any discrepancies in the payment of invoices.

Assists with processing all accounts receivable and accounts payable for the CJIS Division's Network and Technology Revolving Fund; as well as assists with completing quarterly fund analysis, cost, and revenue projections.

Assists with reviewing the monthly Office of Administration circuit charges in Telecommunications Monitoring System to make sure the recurring and non-recurring charges are accurate.

Assists with entering purchase order information, receivers, and payment documents in SAM II for the CJIS Division's Network and Technology Revolving Fund; as well as monitoring balances of appropriations at end of fiscal year in order to achieve efficient fund expenditures.

Assists with creating, revising, and updating financial reports reflecting expenditures, receipts, obligations, and state financial participation.

Assists with reconciling monthly bank statements and summaries for the CJIS Division's Network and Technology Revolving Fund.

Creates and forwards correspondence to a variety of sources.

Assists with reviewing, processing, reconciling, and filing reports generated by the Office of Administration.

Assists with maintaining the master file of all pending and closed purchase orders and transmittals sent to the Budget and Procurement Division.

Assists with maintaining, verifying, and updating manual ledgers and records; as well as sorts, transports, files, and purges records and documents.

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

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of modern office practices, procedures, and equipment.

Some knowledge of business English, punctuation, and spelling.

Some knowledge of bookkeeping principles and practices.

Some knowledge of Microsoft Office/Excel and basic word processing and spreadsheet concepts.

Ability to learn Patrol policies and procedures governing expense reimbursement, expenditure of state funds, agency fiscal procedures, and fiscal records maintenance.

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

Ability to make computer entries in the SAM II on-line financial system.

Ability to make arithmetical calculations with speed and accuracy.

Ability to maintain complex clerical records and files.

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

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

Ability to organize and prioritize work effectively.

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

Ability to establish and maintain harmonious working relations with other department employees and a variety of representatives from public and private agencies.

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

Ability to operate basic office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

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

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

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

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.):

Possession of a high school diploma or equivalent and three years of responsible office or clerical experience.

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.