

**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION**  
**FISCAL OFFICE**  
**FUNCTIONAL STATEMENT**

Under the general direction of the Deputy Director for Administration, manages departmental administrative staff services in fiscal management including accounts record keeping and auditing, financial reporting to granting agencies, vouchering for purchases of goods and services, payroll preparation, and equipment and capital assets inventory record keeping and disposal management.

1. Plans, organizes, directs, and coordinates subordinate staff services to meet operating requirements of the Department and to comply with applicable Federal, State, and Departmental laws, rules, and regulations.
2. Initiates staff studies pertinent to assigned functions and recommends changes in policies and procedures, organization, staffing, equipment, and other management elements; prepares budget justifications and operational expenditure plans.
3. Oversees compliance by all Departmental components of approved policies and procedures and institutes instructional and informational materials, workshops, and other means to ensure compliance.
4. Advises and instructs operating management on relevant aspects to ensure the effectiveness and efficiency of operations; prepares reports on operations for top management.
5. Maintains liaison with central services agencies for purposes of coordination and general work scheduling relative to ongoing activities and special projects, and to obtain specialized assistance.
6. Develops and maintains Department-wide methods, procedures, and controls consistent with central agency requirements and sound administrative practice relative to fiscal responsibilities.
7. Coordinates with central information technology and accounting agencies to ensure the accuracy of records and the timeliness of payments; and deals with vendors to effect purchases and deliveries, verify agreements and actions take, explain procedures, and so forth.
8. Advises and instructs operating management on fiscal management methods, procedures,

policies, and guidelines.

9. Prepares reports on Departmental fiscal management as well as operational concerns and developments.

### **ACCOUNTING UNIT**

Under the general supervision of the Fiscal Officer, maintains the Departmental accounts record keeping systems for State appropriations and allotments as well as federal grants, inmate trust accounts, special funds, interdepartmental funds, and other funds.

1. Establishes and maintains general and detailed ledger of accounts, including the internal transfer of funds and reconciliation with the Department of Accounting and General Services central ledgers.
2. Compiles and analyzes fiscal data and prepares reports on appropriations and allotments, status of funds, and encumbrances and expenditures, including reports on financial trends, potential problems, and other developments; interprets fiscal data for management purposes.
3. Informs and instructs operating units on fiscal record keeping and reporting requirements, and related topics.
4. Initiates and oversees annual Departmental physical inventory and conducts equipment disposal activities. Also confers with Capital Improvements Program Coordinator in overseeing the proper maintenance of the capital assets inventory for buildings and improvements.
5. Keeps abreast of evolving GASB statements and directs Department-wide implementation based on central agency guidelines.

### **PAYROLL UNIT**

Under the general supervision of the Fiscal Officer, processes Departmental payroll and maintains supporting documents.

1. Reviews payroll change documents, calculates, and verifies adjustments, follows up on discrepancies and corrections, posts changes to payroll change schedule for submittal to the Department of Accounting and General Services for preparation of salary warrants, and performs related functions.
2. Receives, reviews, and processes transfer of vacation and sick leave credits.

3. Maintains applicable records, files, and other documents.

### **VOUCHERING UNIT**

Under the general supervision of the Fiscal Officer, processes Departmental encumbrances and expenditures.

1. Pre-audits encumbrance and expenditure documents, posts records, and performs data entry to encumber funds or liquidate encumbrances in State's financial management information system; verifies computer printouts.
2. Prepares summary warrant vouchers with attachments and submits to the Department of Accounting and General Services for preparation of payment warrants.
3. Maintains applicable records, files, and other documents.

APPROVED 6/30/2020