

Position Description

Position Title: Police Services Finance Coordinator
Department: Police Services
Last Updated: October 2021

Summary

The Police Services Finance Coordinator oversees, prepares, calculates, and processes a variety of financial administration tasks related to accounts payables, accounts receivables, fleet management, training, and operational expenses for the West Shore RCMP Detachment. This position also conducts a variety of audits and performs fiscal year-end reconciliation.

Key Accountabilities

Finance & Accounts Payable

- Holds Section 34 FAA Authority and exercises this as per Treasury Board policies
- Performs all federal, provincial, and municipal accounting functions, deposits all federally seized monies to the Receiver General for Canada account, and ensures that appropriate documentation is completed and forwarded to "E" Division Headquarters for processing
- Authenticates, verifies, types, or processes expense statements and supplies related information to RCMP members as required
- Checks travel and removal expenses and provides information and assistance to staff as required
- Receives and deposits cheques and cash, and issues billing requests
- Checks and processes all accounts, invoices and expense claims and verifies for payment
- Holds and manages the Detachment cash contingency and the Community Policing account
- Manages larger procurements and oversees Records and Supply Clerks for routine purchases
- Verifies and renews contracts according to National Standardized Procurement Regulations
- Performs budget analysis and projections, and monitors applicable municipal budgets
- Conducts internal audits verified through SAP/GUI
- Manages and oversees detachment revenue
- Liaises with municipalities to remit revenue and update by-laws
- Validates billing information from Corporate Management, ensuring vacancies and various leave entitlements are accurately reflected on invoices to municipalities
- Monitors all detachment cost centres (collators)
- Performs fiscal year-end financial/reconciliation duties
- Provides coverage to the OIC administration desk, as required
- Ensures compliance and accountability policies are adhered to for all RCMP positions in conjunction with national audit standards and protocols as per the Code of Ethics
- Liaises with banks and armoured car corporations to arrange for the keeping and transport of cash

Fleet Management

- Maintains Detachment Fleet details in ARI (Fleet Management Services) system

- Inputs monthly mileage totals and audits fuel/maintenance receipts
- Gathers and reports on fleet statistics as required to establish current needs and projections
- Acts as the West Shore RCMP Detachment point of contact with Divisional Post Garage and Corporate Management Branch
- Liases with the Receiver General of Canada or Civil Forfeiture authorities to manage disposition of funds
- Performs other related duties as required

Qualifications

- Post-secondary certificate in business administration or related field, and three (3) years' related experience ideally within an RCMP environment (or an equivalent combination)
- The ability to obtain and maintain a security clearance is mandatory
- Typing/keyboard Certificate of Proficiency for typing speed minimum of 50 words per minute
- Valid BC Drivers' License (Class 5)
- Working knowledge and experience with bookkeeping is an asset
- Working knowledge of Revenue Canada Polices and Treasury Board of Canada Directives
- Working knowledge of Police Records Information Management Environment (PRIME) System and Canadian Police Information Centre (CPIC) System is considered an asset
- Proficient in various computerised Information/Data Systems, office equipment, word processing systems, and various transcription software programs
- Ability to interpret and apply policies, regulations, and statutes
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain cooperative working relationships with a variety of individuals and teams to complete assignments and meet program objectives
- Highly organised, accurate and attentive to detail
- Ability to maintain confidentiality with regard to the information being processed, stored or accessed by the network
- Ability to maintain accurate records
- Ability to tactfully deal with concerns, questions, or issues both verbally and in writing
- Ability to address shifting work priorities with strong time-management skills and the ability to effectively multi-task under pressure of heavy workload
- Ability to work both independently and in a team environment
- Ability to carry small loads of supplies and capable of standing or sitting for long periods of time as required