



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

POSTING DATE: August 29, 2023
POSTING CLOSING DATE: September 12., 2023
POSITION: Business Manager
DEPARTMENT: Police Department
HOURS OF WORK: Monday through Friday 8:30am – 4:30pm (Full-time 35 hours/weekly)
SALARY RANGE: CAF-7, \$1092.59 - \$1319.70 weekly (Non- Union FLSA Exempt)

POSITION SUMMARY:

Responsible for routine to complex administrative duties performed in coordinating the fiscal and budgetary activities of the Department. Requires knowledge of the operation and statutory requirements pertaining to billing and procurement. Manages and directs all financial activities related to the daily business operations of the Department. Implements all fiscal policies and procedures for the department to ensure that all procurements, payroll, and fiscal obligations are met in accordance with federal, state, and local laws. Oversees, in a participatory manner, duties and responsibilities which include, but are not limited to: Budgetary Development, Monitoring and Analysis; Accounts Payable/Receivable, Proper Record Management and Procurement.

SUPERVISION: Works under the direction of the Chief of Police.

RESPONSIBILITIES:

- Plans, organizes, directs, and manages fiscal activities of the Police Department. Serves as liaison between police department and other city departments.
- Responsible for assisting in the preparation of Police Department Budget including the reconciliation of budgetary line items and forecasting.
- Responsible for processing weekly payroll and maintaining individual records.
- Monitors payroll for compliance with all union contracts (police and clerical).
- Responsible for coordination of purchasing activities including the creation/approval of purchase orders for goods and services. May assist in the preparation of Requests for Proposals and Invitations to Bid.
- Coordinates efforts with the City's Chief Procurement Officer.
- Responsible for all Police annual contracts to ensure they are renewed or advertised in a timely manner.
- Manages accounts payable and accounts receivable functions.
- Attends meetings, seminars, workshops, and other training classes as necessary.

EDUCATION/EXPERIENCE:

Bachelor's degree in business plus minimum of four (4) years' experience in an administrative/clerical setting or an equivalent combination of education and experience.

Applicants should be comfortable working with a P.C. and have desktop terminal experience as well as be proficient in Microsoft Office Including Excel, Word, and PowerPoint.

This appointment is subject to a background investigation (fingerprint, CORI check, employment history, character references etc.)

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Must be highly proficient in Microsoft Office including Word and Excel. A preference for a strong Information Technology background.

Skills: Possesses effective organizational skills and ability to prioritize. Outstanding interpersonal and communication skills. Will need to troubleshoot and improvise solutions on the fly when necessary. Strong interpersonal skills are essential.



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

Abilities: Ability to learn unique municipal finance software. Able to operate standard office machines and a keyboard at an efficient speed.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Office of Human Resources**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

**For the posting, please visit the City of Medford's website – www.medfordma.org
The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford,
Women, Persons of Color, Veterans and Persons with Disabilities are encouraged to apply.**