

City of Madison

Job Description



Title: Senior Accounting Assistant

Department: Police

FLSA Status: Non-Exempt

Pay Grade: 108

New Position Position Change Effective Date 2/23/2026

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is a full-time civilian position within the Administrative Division of the Police Department. Work involves accounting duties and maintaining the integrity of the Police Department budget, payroll, grant management and purchasing. The Senior Accounting Assistant supervises daily duties of department accounting personnel and reports directly to the Assistant Chief of Police. Incumbent coordinates work with the Accounting Assistant, providing insight, guidance, and training as needed. Must be willing to work extended hours, holidays, weekends, at times with little or no notice.

Essential Functions/Major Responsibilities:

- Develops and maintains detailed Procedures Manuals of most job processes.
- Backs up Accounting Assistants and cross trains to stay familiar with all procedures.
- Responds to phone calls and other related communications.
- Completes project and research work assigned by management.
- Oversees grant management.
- Reviews, creates, and manages purchase orders in accordance with organizational policies.
- Ensures purchases align with approved budgets and funding sources.
- Maintains vendor records and supports procurement compliance.
- Analyzes expenditures and identify cost trends and variances.

Budgeting & Forecasting:

- Assists in the development of annual operating and grant budgets.
- Prepares budget forecasts and cash flow projections.
- Monitors budget performance and prepare variance analyses.
- Provides financial insights and recommendations for management.
- Supports long-term financial planning initiatives.

Financial Reporting & Oversight:

- Prepares complex journal entries and account reconciliations.
- Assists with month-end and year-end close processes.
- Supports internal and external audits related to purchasing and budgeting.

- Develops and maintains financial reports for leadership review.

Leadership & Coordination:

- Serves as a resource and mentor to accounting staff.
- Coordinates financial information across departments.
- Recommends process improvements to enhance efficiency and internal controls

Budgeting and Purchasing Duties:

- Oversees purchase requests, quotes, and purchase requisitions, monitors and balances department budget, processes payment requests to vendors.
- Assists with departmental budget preparation by compiling figures from Command staff.
- Justifies budget requests in writing and prepare drafts of the Department budget.
- Compiles and prepares the annual and mid-term budget requests.
- Oversees the distribution and accounting of employee procurement cards.
- Maintains receipt log, delivers money to City Clerk's Office.
- Administers the Capital Outlay Account.
- Monitors department ledger to keep in balance with Finance's monthly expenditure ledger for accuracy and report any discrepancies to Finance Department.
- Oversees records for Grants, Federal and State Forfeitures.

Secondary Functions:

- Works with vendors and sales personnel.
- Oversees and controls the software involving the department's door security system.
- Oversees and processes all MPD credit card expenditures.
- Prepares department bid specifications for department bid items and attends related meetings.
- Works with City Clerk for the sale of approved items, via public action.
- Fills in for other positions when needed.
- Performs other related duties as required.

Job Scope:

- Provides guidance and oversight to department accounting staff, oversees the Police Department in accounts payable, accounts receivable, data entry/record keeping, payroll, financial, and administrative support. Incumbent will not be responsible for evaluations, discipline, or other supervisory responsibilities.

Supervisory Responsibility:

None

Interpersonal Contacts:

- This position has contacts with co-workers, other city personnel, vendors, sales representatives, arrestees and their family members, bail bond agents, court personnel, and members of the general public.

- The purpose of these contacts is to give or exchange information, resolve problems, and provide services.

Knowledge, Skills, and Abilities:

- Knowledge of City's purchasing procedures preferred.
- Knowledge and skills with Microsoft Word and Excel programs.
- Skill in mathematical computation.
- Ability to work independently without close supervision.
- Ability to communicate effectively, providing guidance, and interpreting policy while staying within the guidelines of the department and City.
- Ability to operate general equipment needed for accounting and budget preparation.
- Ability to consistently demonstrate a high level of judgment and discretion required for maintaining confidential and sensitive information.
- Ability to read and follow written or verbal instructions.
- Ability to accurately and efficiently process a high volume of paperwork.
- Ability to quickly learn and efficiently use Accounting and Payroll systems.
- Ability to work well with others on various tasks.

Education and/or Experience:

- High School diploma or equivalent required, with some college level courses in Accounting preferred.
- Five (5) years of experience in accounting procedures.
- Experience with Accounting and Payroll Systems (New World Systems, Municipal Management Software, or Deputy preferred) or ability to learn software systems quickly.

Additional Requirements:

- Good attendance, dependability and performance record.
- Strong background record required, due to accessibility to City property and information.

Job Conditions:

- Must be of good moral character, honest, trustworthy and above reproach.
- Must be flexible to assist other areas in the department.
- Flexibility to work additional hours when needed.

Physical Capabilities:

- This position's physical requirements involve light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Work is performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The employee frequently lifts light and occasionally heavy objects.
- Work is performed in a noisy environment.
- Ability to travel occasionally includes overnight travel for schools or other department related functions.

- Ability to work on a computer for extended periods of time.

Mayor Approval

Date

Department Head Approval

Date