



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP # 17-019
August 15, 2016**

**NOTICE OF VACANCY
August 15, 2016**

POSITION: Business Manager
DEPARTMENT: Police
SALARY: M8 \$70,414 - \$84,160
HOURS: 5 Days 37.5 Hours a week

Organizational Scope:

Works under the direct supervision of the Chief of Police. Provides direct supervision to the Payroll Coordinator.

Major Responsibilities:

Consults with the Police Chief to recommend changes in rules, regulations, policy and procedures regarding the finances of the department. Assist the Chief in preparation of the budget and program planning. Monitor financial operations of the department, including accounts payable, operating and capital budgets, oversees weekly and extra detail payrolls. Records and deposit to the Town's Treasurer all monies/funds collected by the department.

Approves all purchases made by the department and complete necessary purchase orders. Process and record all bills and accounts payable and receivable. Be available to assist the Chief in the collective bargaining process. Oversee departmental supplies and inventory control procedures. Prepares inventory control reporting to the town's Chief Financial Officer. Submits the department's annual request for educational pay reimbursement to the State's Dept. of Higher Education. Consults with Fleet Supervisor regarding maintenance and purchases of the fleet. Monitor the disbursement of Federal and State grants awarded to the department.

Represents the department at meetings on budgetary issues.

Job Knowledge/Skills

Knowledgeable in state statutes and Town bylaws regarding purchasing, public bidding process, purchase documentation, and equipment requisition is desired.

Job Qualifications:

- Bachelor's Degree in Business, Accounting, Public Administration or related field.
- Five to seven years' experience in accounting or finance, municipal experience a plus, or equivalent combination of education and experience.
- Ability to interact effectively with sworn officers and civilian staff.

- Strong computer and public speaking skills.
- Ability to organize time, make sound business decisions and accomplish tasks despite frequent interruptions.
- Must have excellent spreadsheet and database skills
- Supervisory experience; preferred.

Physical Requirements:

Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle items. Communicate effectively with others, orally and in writing.

Work Environment:

Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.