

**BUSINESS MANAGER**  
**Public Safety Business Office**

**SUMMARY**

The Business Manager performs complex administrative supervisory and technical work in serving as the Financial Officer for the Public Safety Business Office (PSBO). Manages and directs all financial activities related to the daily business operations of the PSBO. Develops and implements all fiscal policies and procedures for the PSBO to ensure that all procurements, payroll and fiscal obligations are met and conducted in accordance with federal, state and local laws. Ensures the proper record management and maintenance of financial records, oversees all financial payments, controls expenditures of all public safety funds, and audits financial records and transactions. Oversees in a participatory manner duties and responsibilities which include, but are not limited to: Accounts Payable/Receivable; Budgetary Development, Monitoring and Analysis; Payroll; and Purchasing; performs all other related work as required.

**SUPERVISION**

Exercises considerable independent judgment and initiative in the planning, administration and execution of the PSBO services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Works independently in formulating decisions regarding functional procedures, operations and plans. Works under the administrative direction of the Chief of Police and Fire Chief.

The Business Manager has direct supervisory responsibility for up to five full-time employees which includes reviewing employee's performance, and counsels and disciplines staff consistent with town policies.

**RESPONSIBILITIES**

1. Plans, organizes, directs and manages fiscal activities of the public safety business office (PSBO); plans and organizes finance activities schedules.
2. Develops the police and fire budgets. Prepares budget requests; analyzes budget data for inconsistencies and/or errors; combines and consolidates budget requests on approval budget form for computer entry; enters budget information onto spreadsheets; reviews budgets with Police Chief and Fire Chief. Prepares monthly budget reports. Forecasts expected budget requirements; analyzes past and present expenditures to formulate forecasts for expected expenditures; discusses findings with management; makes suggestions and recommendations accordingly.
3. Monitors budget requests; review payment documents for accuracy and funding in accordance with approved budgets; analyzes financial and accounting reports for problems

and advises supervisors and/or provides resolution. Prepares quarterly grant reports; provides oversight on the dissemination of grants via the public safety programs. Anticipates the need for budget transfers as part of the budget monitoring process; begins the process for budget transfer requests.

4. Responsible for adjustment of earning codes and leave records for both police officers and firefighters.
5. Responsible for the coordination of the payroll function. Provides guidance and assistance in a participatory manner in all payroll functions for public safety; verification and accuracy of entered data; verification and accuracy of leave records; input of payroll information into payroll system; input of specialty pay information to the computer system. Monitors payroll for compliance with all public safety contracts and all applicable Federal and State laws. Records all employee status changes which affect payroll. Manages the verification of public safety employment. Project public safety obligations required for payroll and monitor balances throughout the fiscal year to ensure that payroll obligations are met.
6. Conducts research and collects information regarding present and past expenditure patterns; utilizes information to forecast and regulate future spending; develops alternate approaches to forecasting and budgeting problems and procedures; discusses actual expenditures versus budget data with departmental supervisors as required.
7. Monitors personnel system as it relates to finance and maintains departmental position status for public safety. Reports overtime hours; inputs employee leave data into computerized databases; ensures accurate balances are maintained; distributes leave reports. Responsible for costing-out and implementing collective bargaining agreements.
8. Coordinates and supervises purchasing activities for public safety, including the creation/approval of requisitions for goods and services. Assists in the preparation of requests for Proposals and Invitations to Bid. Coordinates all purchasing efforts with the Town's Procurement Officer.
9. Manages accounts payable and accounts receivable functions for public safety operations. Oversees the payment of fire and police medical bills, general officer bills, and payment for police and fire details. Prepares insurance reports for injured-on-duty. Administers the burglar alarm billing, fire alarm billing and fire inspections billing. Prepares departmental collection reports, purchase orders, vouchers and other documents as required. Initiates and/or prepares payment documents; approves documents during absence of assigned supervisor; resolves issues and/or problems related to documents. Reviews accounts receivable reports; prepares listings for fiscal year end; performs basic accounts payable/accounts receivable functions as required.
10. Supervises and trains all PSBO staff; ensures that staff are cross-trained. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and reviewing employee performance.

11. Serves as the business finance liaison between public safety departments and other town departments including, but not limited to, comptroller, finance director, town administrator, procurement, human resource and payroll.
12. Coordinates all public safety financial records. Develops new databases, spreadsheets, forms and other documents for task specific purposes as required; makes changes as appropriate.
13. Responsible for Enterprise Operations which includes a high degree of pre-audit and consulting responsibilities as well as responsibility for revenue collection and accounting function.
14. Attends meeting, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.
15. Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; reviews for accuracy and completeness; makes copies and files for departmental use and future reference.
16. Prepares a variety of financial reports or other related projects dealing with the fiscal stability of public safety operations.
17. Performs the duties of subordinate employees as required; performs similar or related work as required.