

Financial Analyst – Westwood Police Department

The Westwood Police Department seeks an analytical, technical, team-focused individual to assist the Chief of Police in a variety of management and financial activities and projects, including research, data collection, budget projections and financial, statistical and quantitative analysis. The ideal candidate will have excellent administrative, organization and communication skills to support and ensure the efficient operation of the Police Department.

Representative duties include the following:

- Analyzes financial and budget-related matters and conducts research as necessary; maintains database of budget history.
- Assists in the development of multi-year forecasts of revenue and expenditures to assist in budget preparation and analysis.
- Performs cost/benefit analysis and provides recommendations for alternative action plans.
- Manages capital budget accounts, forecasts financial needs and prepares requests for additional capital funds or projects as identified by the Chief of Police.
- Tracks salary and operational expenditures, manages invoices, expenses, reimbursements, and accounts payable/receivable.
- Manages Police procurement projects, i.e., soliciting, supplying and forecasting financial information as needed.
- Seeks, prepares and submits financial grants in support of determined goals by the Chief of Police; prepares and submits procurement documents.
- Manages seized asset accounts and coordinates with District Attorney's Office, as well as regional partners (e.g., MetroLEC) regarding distribution and reconciliation of seized funds.
- Analyzes the impact of existing and proposed administrative financial policies and procedures, as well as changes as a result of state legislation.
- Automates and manages the parking ticket system with the ability to interface with the RMV; provides timely and accurate reports to the Chief of Police and the Town's Parking Clerk.
- Serves as primary liaison for the Chief of Police, managing and prioritizing all incoming and outgoing communications with efficiency and discretion. Exercises sound judgment in handling confidential information, sensitive matters and interactions with internal and external stakeholders.
- Serves as a resource and mentor to Police Officers, providing support in the onboarding of new Officers, and promoting opportunities to enhance team culture, department performance and capabilities.
- Trains, supervises and assigns duties to the department administrative staff.
- Acts as the primary point of contact for the Chief of Police, managing communications, handling confidential and often law enforcement sensitive information, and providing administrative support to ensure the efficient operation of the department.

Qualifications and experience: Bachelor's degree in Business Administration, Public Administration or related field; minimum of 3-5 years' experience in an executive assistant role, preferably in a law enforcement or government agency. Experience with data analysis, project management, research, grant application and management, and report writing highly desirable. Requires thorough knowledge of municipal finance practices and procedures, office practices and procedures and working knowledge of other departments' operations and functions. Comprehensive knowledge of computer database systems, spreadsheets, word processing and presentations. Knowledge of the principles of payroll. Ability to write routine reports/correspondence and speak effectively before groups of people. Excellent customer service, communication and public relations skills. Reliability and discretion are essential.

Salary and Benefits: 40 hours per week, benefit-eligible position with an annual salary range of \$71,514 - \$89,309 in ten steps.

To apply send resume and cover letter to hr@townhall.westwood.ma.us by April 19, 2024.