



## **JOB DESCRIPTION**

Title: **ROCKY MOUNTAIN HIDTA MULTI-STATE  
FINANCIAL COORDINATOR**  
Department: Police  
Class Code: 6671  
FLSA Status: Non-Exempt  
Effective Date: February 1, 2008 (Rev. 2/2012)

### **GENERAL PURPOSE**

A State Coordinator is responsible for oversight administrative tasks and program monitoring for the RMHIDTA Multi-States. This position reports to the RMHIDTA Financial Manager for the Multi-State Coordinator duties. This position is contingent upon annual HIDTA funding from the Office of National Drug Control Policy (ONDCP).

### **ESSENTIAL DUTIES**

Multi-State Coordinator Duties:

- Provide assistance and support to RMHIDTA multi-state fiduciaries receiving HIDTA monies.
- Analyze, evaluate and make recommendations to initiatives to ensure that HIDTA and local policies and procedures are being followed. This includes timely submissions of reimbursement requests reporting.
- Assist Multi-State Program Managers with proper reporting policies and procedures as they apply to federal, state and local policy.
- Act as a point of contact for multi-state fiduciaries for RMHIDTA in regards to financial inquiries and concerns.
- Monitor and receive quarterly reports from RMHIDTA agencies in multi-states. Review for accuracy and input into the Financial Management System (FMS) for reimbursement.
- Monitor and review for accuracy all HIDTA reprogramming for multi-states before forwarding them to RMHIDTA.
- Communicate and interact (verbally and in writing) with state, federal and local law enforcement officials from RMHIDTA Multi-State region; maintain a working relationship with officials from RMHIDTA and Miami Assistance Center.

Salt Lake City Metro Financial Officer Duties:

- Develop and prepare yearly HIDTA budget proposal.
- Prepare monthly and quarterly grant reports, statistical information and budgeting records; formulate and monitor HIDTA, Asset Forfeiture and Marijuana Erad budgets.

- Create and maintain a variety of HIDTA, Asset Forfeiture and Restitution files such as investigative, chronological, time and attendance, personnel, etc. Maintain files including distribution packages to Washington DC, regional Denver Office and State of Utah Commission on Criminal and Juvenile Justice Office.
- Maintain and submit HIDTA and Marijuana Erad accounting files including reimbursement packages to the National HIDTA Assistance Center and Rocky Mountain HIDTA.
- Track initiative funding and reconcile all balances against the fiduciary accounting.
- Prepare grant reprogramming and extension paperwork for submission to RMHIDTA.
- Process all accounts payable via the fiduciary including recurring charges.
- Initiate all purchases of equipment, services, supplies and miscellaneous goods using the fiduciary purchasing guidelines and policy.
- Receive, deposit and track all incoming forfeiture and restitution monies. Reconcile balances with fiduciary accounting.
- Serve as imprest cashier; reconcile alternate cashier's imprest with records.
- Serve as liaison between Regional Office, Task Force and fiduciary Accounting Department.
- Maintain working liaison with public agencies and officials.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in accounting or related field and (2) two years experience with grant administration for a High Intensity Drug Trafficking Area (HIDTA) as designated by U.S. Office of National Drug Control Policy (ONDCP); or a combination of education and experience equivalent to this requirement.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 40 net words per minute or better.

### Special Requirements

- On-call availability for A valid drivers license is required.
- Must be bondable.
- Drug testing by Urinalysis is required for this position and must agree to random drug testing while employed.
- Must successfully pass a Full Field Background Investigation.
- Willingness to travel throughout State of Utah to provide support to HIDTA program manager and initiatives.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of general office practices and procedures; working knowledge of proper use of grammar punctuation and spelling.

- Ability to communicate both verbally and in writing to all level of law enforcement and to the public with ability to establish working relationship and rapport.
- Working knowledge of accounting and bookkeeping procedures with the ability to communicate these practices to command staff both verbally and in report form.
- Working knowledge of Windows 95, Microsoft Excel, Corel Word Perfect.
- Ability to learn State and local criminal investigation processes (recording and reporting procedures); posses excellent organizational skills.
- Working knowledge of ONDCP/HIDTA grant administration to include the preparation of grant applications, budget proposals, reporting/compliance requirements and knowledge of grant policy/procedure.

**TOOLS & EQUIPMENT USED**

- Typewriter, personal computer, including word processing, spreadsheet and database software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_