

Town of East Greenwich, Rhode Island
FINANCE DIRECTOR
Position Description

POSITION: Finance Director
SALARY: \$105,000 to \$130,000
UNION: N/A
FLSA: Exempt
REPORTS TO: Town Manager

The Town of East Greenwich, Rhode Island (population 13,200) is seeking qualified applicants for the position of Finance Director. This position is a non-union, salaried position with benefits. Full job description is below.

SUBMISSION:

Qualified applicants should submit an application and resume, including three (3) references to the Town Manager. Applications are available on the Town's website or at the Town Clerk's office.

Deadline for submissions is Friday, February 8, 2019 at 3:00 PM. Applications may be submitted in person at the Town Clerk's Office at the Town Hall, 125 Main Street, East Greenwich RI, 02818 or by e-mail to lcarney@eastgreenwichri.com Attention: Leigh Carney.

Statement of Duties: This highly responsible professional position has authority over the development and administration of all financial services including the preparation and administration of the Town's operating and capital budgets. Responsibilities include the control of all accounting, purchasing, tax collection, other revenues, accounts payable and other payments. Oversees the maintenance and integrity of the accounting systems, coordinates financial transactions, ensures for the proper preparation and maintenance of financial records, reports and statements, and develops and maintains internal control policies.

Supervision Required: Employee works at the administrative direction of the Town Manager and is responsible for a major town department. Work is performed according to municipal policies and objectives; individual establishes short-range plans and objectives, performance standards and assumes direct accountability for department results. Consults with the Town Manager where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is responsible for the management of a major town department with seven (7) full time employees. Responsibilities include recommending the hiring and firing of employees, developing and administering budget and policies. Workload is subject to cyclical or seasonal fluctuations.

Confidentiality: Employee has access to confidential information on a town-wide basis including personnel files, collective bargaining agreements, lawsuits, and department records.

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Work Environment: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions. Work is performed in an office setting.

Complexity: The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for more than one major function within the municipality.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversees the administration of the provision of municipal financial services including treasury, collection and accounting functions.
2. Serves as the chief financial advisor to the Town Manager.
3. Oversees the collection and receipt of all taxes and special assessments.
4. Maintains custody of all public funds belonging to the town, deposits funds as deemed appropriate.
5. Invests funds for the town, ensures the safekeeping of bonds and notes for transfer, registration or exchange.
6. Exercises control over all expenditures by pre-auditing all bills, invoices, payrolls, etc.; makes sure claims are valid and appropriate; issues checks for payment as appropriate.
7. Implements and maintains an accounting system with standard accounting procedures for the town, school department, and sewer department to follow, including standardized forms to be used for submitting receipts, vouchers, bills and/or claims.
8. Prepares monthly, annual, and other reports and statements as required.
9. Coordinates and manages town-wide financial programs and practices using automated accounting systems.
10. Coordinates monthly and year-end closing of the General Ledger and side funds and all routing activity in the financial software (warrants, purges, maintenance, etc.).

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11. Develops policies and procedures as needed to ensure for the effective operation of the finance department and the provision of financial services including payroll.
12. Resolves problems, conducts research, and provides troubleshooting to resolve problems as needs arise.
13. Supervises and reviews the work of staff for accuracy and compliance with procedures.
14. Maintains and updates records, compiles information, prepares documents, and performs a variety of administrative functions for the department.
15. Acts as a liaison between the Finance Department and all other Town departments, state and federal agencies as required.
16. Assists in budget preparation and execution.
17. Directs the preparation of state and federal reports, including tax reports.
18. Oversees accounts payable processing.
19. Provides feedback to the Town Manager regarding department activities and town issues.
20. Prepares reports for Town Council meetings as directed.
21. Attends regular and special Town Council meetings as needed.
22. Provides administrative and financial oversight responsibility over the Municipal Court Clerk.

Recommended Minimum Qualifications

Education and Experience: Position requires a Bachelor's Degree in Finance Administration, and seven to ten (7-10) years of experience in municipal finance or related field; at least three (3) years in a supervisory capacity, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Preferred Requirements:

Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
Rhode Island Department of Education School Business Administrator Certification
Master's Degree in Public Administration (MPA)
Certification by GFOA required within three (3) years of appointment

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Knowledge, Abilities and Skills:

Knowledge: Municipal finance and accounting practices and procedures, internal control procedures and management information systems, payroll, purchasing, and accounts payable functions, budgetary and accounting reporting systems.

Abilities: To prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, and accurately account for town funds; to make presentations to groups and individuals. Conduct research independently and write reports in a timely and accurate manner.

Skills: Effective leadership and supervisory skills, accuracy and attention to detail are crucial for this position as well as recordkeeping, administrative skills and the proficient use of computer programs and office software operations. Excellent written and oral communication skills are required to communicate Town financial status and strategies in public meetings.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects up to 30 lbs.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a motor vehicle, operating a personal computer and/or most other office equipment, typing and/or word processing, filing or sorting of papers.

Visual Skills: Position requires constant reading of documents and reports for understanding and analytical purposes; ability to distinguish colors is not required.

Terms of Employment: At will.

Evaluation: Annually.