

## Town of East Greenwich, Rhode Island

### Finance Director Job Description

**Statement of Duties:** This highly responsible professional position responsible for the development and administration of all financial services including the preparation and administration of the Town's and School's operating and capital budgets. Work includes the control of all accounting, collection of taxes and other revenues, and payments being properly administered. 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 including Federal, State, and UCOA reporting, and develops and maintains internal control policies. The employee is required to perform all similar or related duties.

**Supervision Required:** Employee works at the administrative direction of the Town Manager with a dotted line to the Superintendent of Schools and is responsible for two major town departments. Work is performed according to municipal and school policies and objectives; individual establishes short-range plans and objectives. Consults with supervisor 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.

**Supervisory Responsibility:** Responsibilities include recommending the hiring and firing of employees, developing and administering budget and policies. Workload is subject to cyclical or seasonal fluctuations between municipal and school needs.

**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 and school financial services including treasury, collection and other accounting functions.
2. Oversees the collection and receipt of all taxes and special assessments.
3. Maintains custody of all public funds belonging to the school and municipality, deposits funds as deemed appropriate.
4. Invests funds for the town, ensures the safekeeping of bonds and notes for transfer, registration or exchange.
5. 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.
6. Implements and maintains an accounting system with standard accounting procedures for the town, school department, and sewer department.
7. Prepares monthly, annual, and other reports and statements as required.

8. Coordinates and manages municipal and school-wide financial programs and practices using automated accounting systems.
9. 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.).
10. Develops policies and procedures as needed to ensure for the effective operation of the finance department and the provision of financial services including payroll.
11. Resolves problems, conducts research, and provides troubleshooting to resolve problems as needs arise.
12. Supervises and reviews the work of staff for accuracy and compliance with procedures.
13. Maintains and updates records, compiles information, prepares documents, and performs a variety of administrative functions for the department.
14. Acts as a liaison between the Finance Department and all other municipal departments, the school department, and state and federal agencies as required.
15. Annually prepares and monitors RI Department of Education Housing Aid forms and as needed Necessity of Construction Application.
16. Administers the school's and town's insurance and asset protection programs.
17. Participates in the labor contract negotiations, analyzes proposals, and prepares fiscal impact statements.
18. Administers, through Human Resource personnel, all personnel data reports and benefits administration including medical, dental and life insurance, pension, disability and workers' compensation and record keeping of sick leave and absences.
19. Administers, through the Director of Facilities, operation of the school plant.
20. Administers, through the Food Service Company, the cafeteria services and school lunch program.
21. Provides feedback to the Town Manager and Superintendent regarding municipal and school activities and issues.

#### **Recommended Minimum Qualifications**

**Education and Experience:** Position requires a four year degree preferably in the field of finance, and five to seven- (5-7) years of experience in municipal finance or related field; 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.

**Special Requirements:** Certified Public Accountant is desirable; Business Manager Certification from RIDE required.

## **Knowledge, Abilities and Skill**

**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 town funds; to make presentations to groups and individuals. Ability to conduct research independently and to write reports in a timely and accurate manner.

**Skills:** Effective leadership and supervisory skills, accuracy and attention to detail is a crucial skill for this position, proficient written and oral communication skills, recordkeeping and administrative skills, proficient use of computer programs and office software operations.

## **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