

**JOB DESCRIPTION**  
**Director of Finance**

Date of Last Revision: January, 2021

 <b>WESTERYLY</b> Rhode Island	<b>DEPARTMENT</b>	Finance		
	<b>REPORTS TO</b>	Town Manager		
	<b>FLSA STATUS</b>	Exempt, Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Town Manager, the Finance Director is responsible for directing all municipal financial functions which includes program responsibility for accounting/auditing, accounts payable/receivables, budget, fiscal grants management, purchasing and tax collections. This position is also responsible for formulating broad policies and coordinates activities among Town Departments.

**ESSENTIAL JOB FUNCTIONS**

- Guides and directs a staff of support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
- Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding accounting and financial activities and confers as appropriate regarding policies, programs and activities.
- Plans, organizes, and provides effective leadership in managing a broad scope of financial programs and operations for the Town.
- Advises and consults with the Town Manager's office on fiscal matters and prepares data that is essential to policy and administrative determinations.
- Prepares and reports on tax collection, financial reporting issues, pension and bond issues.
- Coordinates with the Human Resources Department in overseeing the Town's risk management program including oversight of third-party administrators.
- Oversees Town's bond issuance of general obligation debt including coordination with financial advisor and legal counsel and preparation of official statements issued to prospective bondholders.
- Collects and analyzes data on metrics within the department.
- Coordinates the preparation of the annual operating budget and Comprehensive Annual Financial Report.
- Works with internal stakeholders on fiscal management of grant funds, reporting and tracking.
- Conducts pre-audits of expenditures and maintains records of the receipts and expenditures of all Town departments and keeps detailed records of all taxes assessed by the Town and all moneys due to the Town from other sources.
- Invests Town funds according to the investment policy and applicable state laws to ensure safety, liquidity, and yield and researches and reviews investment opportunities.
- Develops long-range plans, policies, and programs and works with appropriate staff on implementation of plans, policies, and programs.
- Provides budget and finance information and advice to Town Council, with the Town Manager's concurrence, via written, electronic and verbal presentations.
- Develops and delivers the proposed annual budget to Town Council via a series of budget workshops, and monitors and implements budgets after adoption.

- Estimates financial impact of selected policies, legislation, and contracts.
- Reviews and is responsible for all financial information for completeness and accuracy that is prepared and presented to officials, residents, Town Council and the Town Manager.
- Communicates with internal and external stakeholders, regulators, auditors, and others on all financial information regarding Town operations.

#### **ADDITIONAL JOB FUNCTIONS**

- Maintains professional memberships and continues training in organizations promoting continued education in Accounting/Finance which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

##### **KNOWLEDGE of:**

- Principle, practices, laws, regulations and procedures as they pertain to governmental financial operations.
- Modern office practices and procedures and of standard office and accounting equipment and systems.
- Approved principles and standard practices of centralized, budgetary and accrual accounting, collection and purchasing.

##### **SKILLS in:**

- Interpreting policies, contract language and applicable ordinances.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

##### **ABILITY to:**

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

#### **MINIMUM POSITION REQUIREMENTS**

##### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting, Business, Finance, or related field.

- Minimum of five (5) years of experience in accounting, finance, budget or related work experience.
- Minimum of three (3) years of supervisory experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

#### **LICENSES AND CERTIFICATIONS**

- A valid driver's license.
- Possession of Certification as a Certified Public Accountant (CPA), Chartered Global Management Accountant (CGMA) or a Certified Management Accountant (CMA) or the ability to obtain one within two (2) years of appointment.
- Certification as a Certified Public Accountant is highly preferred.

#### **ENVIRONMENTAL AND PHYSICAL DEMANDS**

##### **ENVIRONMENTAL DEMANDS *including:***

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

##### **PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*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.*