



## Job Description

### Town of Westerly

Job Title:	Director of Finance								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	03/2018								

#### **General Summary:**

This position 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 Functions:**

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Advises and consults with the Town Manager's office on fiscal matters and prepares data that is essential to policy and administrative determinations.
4. Prepares and reports on tax collection, financial reporting issues, pension and bond issues.
5. Coordinates with the Human Resources Department in overseeing the Town's risk management program including oversight of third party administrators.
6. 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.
7. Collects and analyzes data on metrics within the department.
8. Coordinates the preparation of the annual operating budget and Comprehensive Annual Financial Report.
9. Works with internal stakeholders on fiscal management of grant funds, reporting and tracking.
10. 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.
11. Invests Town funds according to the investment policy and applicable state laws to ensure safety, liquidity, and yield and researches and reviews investment opportunities.
12. Develops long-range plans, policies, and programs and works with appropriate staff on implementation of plans, policies, and programs.
13. Provides budget and finance information and advice to Town Council, with the Town Manager's concurrence, via written, electronic and verbal presentations.
14. As a member of the Town's leadership team, works productively and collegially with other

employees and external constituencies to achieve the Town's mission and specifically assigned goals and objectives.

15. Develops and delivers the proposed annual budget to Town Council via a series of budget workshops, and monitors and implements budgets after adoption.
16. Estimates financial impact of selected policies, legislation, and contracts.
17. 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.
18. Works on special projects as defined by the Town Manager.
19. Communicates with internal and external stakeholders, regulators, auditors, and others on all financial information regarding Town operations.

**Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

**Education & Experience:**

Education:

Bachelor's degree in business, finance or accounting.

Experience:

Five years of professional and increasingly responsible accounting, finance, and budget experience, which must include a minimum of three years of supervisory and management level experience.

Experience in governmental or public sector accounting is required.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures as they pertain to governmental financial operations.
- Expert knowledge of modern office practices and procedures and of standard office and accounting equipment and systems.
- Advanced knowledge of a variety of financial systems such as MUNIS, SAP, PeopleSoft or Workday.
- Expert knowledge of the principles and practices of finance.
- Expert knowledge of the approved principles and standard practices of centralized, budgetary and accrual accounting, collection and purchasing.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Manage various computer applications including Excel and Word.

**Licenses & Certifications:**

Certified Public Accountant (CPA) from the American Institute of Certified Public Accountants, Certified Management Accountant (CMA) from the Association of Accountants and Finance Professionals in Business, the Certified Internal Auditor (CIA) from the Institute of Internal Auditors, or the Certified Public Finance Officers Program (CPFO) from the Government Finance Officers Association is highly preferred. Individuals who are selected for this position will be required to obtain professional certification within 2 years of employment.

Possess a valid driver's license.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver's license)	<b>x</b>			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds			<b>x</b>		
Up to 25 pounds			<b>x</b>		
Up to 50 pounds		<b>x</b>			
Up to 100 pounds		<b>x</b>			
More than 100 pounds		<b>x</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>x</b>			
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*