

**TOWN OF NORTH SMITHFIELD  
POSITION DESCRIPTION**

**JOB TITLE:** Finance Director

**DEPARTMENT:** Finance

**REPORTS TO:** Town Administrator

**SUPERVISION EXERCISED:** Exercise supervision of all finance functions and over Finance Department staff.

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**NATURE OF THE WORK - SUMMARY OF DUTIES AND RESPONSIBILITIES:**

The professional in this highly responsible administrative position is responsible for the oversight, maintenance and integrity of the automated accounting systems; coordinating financial transactions from the procurement of assets to the disbursement of funds; supervising and participating in the preparation and maintenance of the financial records, reports and statements; and developing and maintaining internal control policies. This professional will be involved with the direct supervision of employees in the Finance Office. The person in this position will be working with confidential and sensitive issues related to Town finances and employees.

The Finance Director shall have and exercise all of the powers and duties vested by State law, Town Charter, Town Ordinance and Council Resolution.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate and manage town-wide financial programs and practices using automated accounting systems;
- Preparation of various monthly and year end reconciliations, financial reports, and financial statements. This includes responsibility for, internal audit of, and reconciliation of monthly activity to source documents (i.e. bank and investment activity, Federal/State and other agency receipts, departmental receipts, accounts payable, interfund receivables and payables, etc.);
- Submission of monthly and annual financial statements, and special reports as required to the Town Administrator;
- Coordinate the monthly closing of the General Ledger and side funds and all routine activity in the financial software (warrants, purges, maintenance, etc.);
- Coordinate the annual year end close of the General Ledger, other funds maintained by the Finance Department and related interfund activity;

- Develop, monitor, and maintain policies pertaining to financial transactions and the procurement of goods and services;
- Be adept at problem solving and troubleshooting issues as they arise. Reviewing problems, identifying alternative solutions and ramifications, and implementing recommendations;
- Reviewing the work of others for accuracy and compliance with generally accepted accounting standards, policies, procedures, rules and regulations, and to internally audit these types of activities on an ongoing basis;
- Assist the Town Administrator in the preparation of the annual operating budget and capital improvements program (set up automated budget parameters, coordinate departmental input, prepare and update budget reports during the process);
- Maintain custody and control over all public funds and invested Town and fiduciary funds;
- Maintain records for fixed assets;
- Prepare work papers and provide general assistance for the annual audit;
- Develop, document, implement, and maintain internal controls and operating procedures;
- Act as the liaison between the Finance Department and all offices of Town government and coordinate accounting functions and related activities as required;
- Assist the Information Technology department with implementation of financial software systems and updates, operating procedures, and management of the Town's computer network.

**SUPERVISION EXERCISED:**

- Exercise supervision over the Finance Department staff.

**OTHER JOB FUNCTIONS:**

- Perform any other functions as required by the Town Administrator.

**MINIMUM QUALIFICATIONS:**

Education and Experience -

Graduation from a recognized college or university with a Bachelor's degree in accounting and a minimum of three (3) years of progressively responsible municipal accounting. Experience in private sector accounting/financial management may be considered and evaluated in lieu of municipal experience.

Necessary Knowledge, Skills and Capabilities -

Working knowledge of modern governmental accounting theory, principles and practices; considerable knowledge of internal control procedures and management information systems; knowledge of public finance and fiscal planning; working knowledge of payroll, purchasing, and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems.

Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for Town funds.

Ability to communicate clearly both verbally and in writing, and to effectively meet and deal with the general public, fellow employees, governmental agency representatives, Town officials, and others.

Ability to properly organize and present written materials, including formal correspondence and financial data/information, in a formal easily understood by non-financial people.

Ability to make presentations to groups of people, including but not limited to, boards and committees, groups of residents and/or staff members.

Ability to plan and supervise a professional and clerical work force.

Must possess a valid motor vehicle operator's license or the ability to travel as the job requires, i.e., in town to other departments and buildings and out of town for seminars, meetings, etc.

Skill in the operation of listed tools and equipment.

#### **TOOLS AND EQUIPMENT USED:**

Personal computer, mainframe (or comparable) computer system, various printers, scanners, and related software applications.

Desk top and/or 10 key calculator

One line or multi line phone system

Fax, copy, postage and other modern office machines

#### **PHYSICAL ABILITIES:**

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.

The employee is frequently required to sit, talk and hear; use hands to operate, find, handle and/or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

## **PHYSICAL ENVIRONMENT/WORKING CONDITIONS;**

The work environment characteristics described here are representative of those that are normally found in an office setting. The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types 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 to or a logical assignment to that position.