



## **CITY OF CRANSTON DEPARTMENT OF PERSONNEL ANNOUNCES AN OPENING FOR CITY FINANCE DIRECTOR**

### **Minimum Salary \$110,000 negotiable with Experience**

Applications must be received by Friday, July 29, 2022, in the office of the Director of Personnel Room 107, Cranston City Hall, 869 Park Avenue Cranston RI 02910. Applications can be downloaded from [www.cranstonri.gov](http://www.cranstonri.gov). Completed applications may be submitted to the Personnel Department by:

1. Fax: (401) 780-3362
  2. Email: [awhite@cranstonri.org](mailto:awhite@cranstonri.org)
  3. US Mail: Personnel Director, 869 Park Avenue, Cranston, RI 02910
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*\*Indeed candidates must also submit the City of Cranston application to be considered for the position. You must provide an active email address that you regularly monitor for messages.*

#### **SUMMARY:**

Along with being the Finance Director overseeing a \$330 million Operating Budget and \$40 million Capital Budget there are additional Charter responsibilities that are included and incorporated within the agreed upon salary. Those are:

- A voting member of the City's Planning Commission
- Voting member of the Board of Contract and Purchase
- Member of the Investment Commission
- Member of the Audit Committee

You will also be required to attend a minimum of 2 City Council meetings per month as the Administration's representative of the Finance Committee (the 1<sup>st</sup> Monday of the month) and the Full City Council meeting (the 4<sup>th</sup> Monday of the month).

### **Duties and Responsibilities/Minimum Qualifications:**

The Director of Finance shall be appointed and removed by the Mayor as provided in section 5.02 of the City Charter with the Advice and Consent of the City Council. The Director shall be a person skilled in governmental accounting, budgeting and financial administration and at the time of the Director's appointment need not be a resident of the city or of the State of Rhode Island.

**The Director of Finance shall be the chief fiscal officer of the city and as such shall:**

- Have and perform so far as the same are consistent with the provisions of this Charter all the powers and duties hitherto assigned to the city auditor.
- Act as head of the division of accounting control until such time as the council may by ordinance set up the headship of that division as a separate office.
- Prescribe the form of all receipts, vouchers, bills, claims, warrants and other papers or documents used related to financial matters and of all accounts and financial records kept by the several departments, boards, commissions, offices and agencies of the city.
- Collect annually the estimates of receipts and expenditures for the ensuing fiscal year from the several departments, boards, commissions, offices and agencies of the city.
- Assemble and compile the same for transmission to the mayor and assist him in the preparation of the operating budget, the appropriation ordinance, the capital improvement program and the capital budget.
- Require daily or at such other intervals as the Director may deem necessary a report of receipts by each of the departments, boards, commissions, offices and agencies of the city and prescribe the manner in and the time at which moneys received shall be paid into the city treasury. Coordinating with the school department on cash flow management.
- Examine all purchase orders, contracts and other documents which create financial obligations on the part of the city and approve the same only upon ascertaining that moneys have been appropriated and allotted for the purpose and that an unencumbered balance is available in such appropriation and

allotment to meet the same; provided, that the Director may give advance authorization to any department, board, commission, office or agency covering purchases not exceeding twenty dollars for any one item up to a specified total for a period of not more than three months, the appropriation affected being encumbered by the full amount of the authorization when given.

**Prepare and submit to the mayor and council monthly at a time to be fixed by ordinance a report showing:**

- The amount of each appropriation with transfers to and from the same and the allotments thereof to the end of the preceding month;
- The encumbrances charged against each appropriation and allotment during the preceding month;
- The total of such encumbrances of each appropriation and allotment for the year to the end of the preceding month;
- The unencumbered balance remaining in each appropriation and allotment thereof at the end of the preceding month;

**The Finance Director shall also submit at the same time a report showing:**

- The revenue estimated in the budget to be received from each source.
- The actual receipts from each source for the preceding month;
- The total receipts from each source for the year to the end of the preceding month;
- The balance remaining to be collected.

The Director shall also furnish to the head of each department, board, commission, office and agency a copy of the portion of each of the above reports relating to each head's respective department, board, commission, office or agency. The Director of Finance shall also furnish a copy of each of the above reports to each newspaper of general circulation in the city and deposit a copy of each report in the office of the city clerk.

Prepare and submit annually to the mayor and the council at a time to be fixed by ordinance a complete report of the financial transactions of the city for the preceding fiscal year which shall be a public record open to inspection in the office of the city clerk during business hours.

Designate in writing the head of one of the divisions as Deputy Director who shall in case of absence or disability exercise temporarily all the powers and duties.

Supervise and be responsible for the efficient performance of the powers and duties conferred or imposed by this Charter on the department of finance and its several

divisions and make rules and regulations concerning the operation thereof not inconsistent with the provisions of this Charter and the ordinances of the city.

***The City of Cranston encourages diversity in its workforce.  
We are an Equal Employment Opportunity Employer.***