

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**Director of Finance**  
**Salary: \$140,000 plus benefits**

**Job Description:** Under the direction of the Mayor, the Director of Finance is responsible for administering and coordinating the financial affairs of the City. The Director of Finance supervises the Purchasing, Accounting, Treasury and Tax Assessment divisions. Serving as a member of the executive leadership team, the Director of Finance is a principal planner of the annual City budget and is responsible for maintaining a healthy financial structure, a responsible tax rate, and other charges that insure confidence from residents and taxpayers.

**General Responsibilities**

- Responsibility for all accounting systems including financial reporting, forecasting, cash flow, invoicing, accounts payable, accounts receivable, purchasing, payroll, bank reconciliations, Federal and State reporting, auditing, and the OpenGov platform.
- Advising and assisting the Mayor in all matters of business and financial affairs, including operating and capital budget preparation and annual reports, and developing long term plans, collective bargaining and union contracts.
- Collaborating with Department Heads on fiscal management, budget management and reporting.
- Maintaining a general accounting system for the City and keeping separate accounts for the items of appropriation contained in the City budget, each of which accounts shall show the appropriation, the amounts paid there from, the unpaid obligations against it, and the unencumbered balance.
- Responsibility for the disbursement of all monies and exercising control over all expenditures to ensure that budget appropriations are not exceeded.
- Submitting to the City Council through the Mayor, financial statements in sufficient detail to show the financial condition of the City.
- Preparing for the Mayor at the end of each fiscal year, complete financial statements and reports.
- Supervising and being responsible for the assessment of all property within the corporate limits of the city for taxation, making all special assessments for City government, preparing tax maps and giving such notice of taxes and special assessments as may be required by law.

- Collecting all taxes, special assessments, license fees and other revenues for which collections the City is responsible and receiving all funds receivable by the City from the State or Federal government, or from any court, or from any office, department or agency of the City.
- Having custody of all public funds belonging to or under the control of the City or any of their respective offices, departments, or agencies, and depositing all funds in such depositories as may be designated by resolution or official act of the City Council, or in the absence of such resolution or official act, as designated by the Mayor City Manager subject to the requirements of law.
- Having custody of all investments and invested funds of the City, or in their possession in a fiduciary capacity; having the safekeeping of all bonds and notes of the city and school department and the receipt and delivery of such bonds and notes for transfer, registration or exchange; and participating in the sale of such bonds.
- Responsibility and administration of all financial aspects of grant preparation, maintenance, and reporting.
- Supervising the preparation of the Federal and State programs bill list and checking distribution.
- Overseeing all municipal purchasing, cost control, and the research and reporting of new products and services.
- Approving all proposed expenditures, and in doing so certifying the availability of unencumbered appropriated funds.
- Overseeing the locally administered retirement systems.
- Supervising, training, and directing finance department personnel and fiscal staff.
- Organizing, administering, and maintaining the consolidated finance department.
- Attending City Council meetings (as needed) and interacting with the general public regarding municipal matters.
- Responsibility for all financial documentation, reports, audits, and notifications required by law and/or the City Charter.
- Developing and implementing new programs or improving established programs to allow the financial affairs of the City be carried out in an efficient and cost-effective manner.
- Performing all such other duties as reasonably necessary or assigned by the Mayor.

#### **Desirable Abilities, Knowledge, and Skills**

- Thorough knowledge of the principles of governmental accounting and finance.
- Proficiency with computerized financial systems. (e.g. Zobrio and OpenGov platforms).
- Ability to effectively communicate instructions, procedures, policies, and opinions in written and oral forms.
- Ability to make effective oral presentations.
- Ability to evaluate accounting systems and methods and to establish and supervise a comprehensive consolidated accounting and recording system.
- Considerable knowledge of modern methods and practices of public administration with special reference to budgetary and financial administration.
- Knowledge of purchasing principles and practices and regulations governing municipal procurement.

- Ability to multitask, assign priorities, reach consensus, and create culture of collaboration and accountability.
- Ability to work as a member of a team to provide the highest level of leadership to the Finance Department and service to the citizens of East Providence.

### **Minimum Qualifications**

- A bachelor's degree from an accredited learning institution. (A master's degree in accounting, finance, or a related field preferred and/or Certified Public Accountant certification preferred).
- Five (5) or more years of employment in a leadership capacity involving full responsibility for the supervision of budget development, accounting, purchasing, assessment, investment and collection operations for a governmental organization, or comparable experience in private industry.

### **About East Providence (from <https://www.eastprovidencebusiness.com/why-east-providence>)**

- Just a stone's throw from downtown Providence, East Providence offers affordable and safe neighborhoods, easy access to Southern New England, and an active and vibrant waterfront development commission. Mayor Roberto DaSilva leads with a planning and economic development mindset, making East Providence a rising star among Northeast cities. The proposed 2024-2025 budget for the City of East Providence is \$196 million.

### **Application Deadline: Open until filled.**

Please apply one line at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US)



At the City of East Providence, we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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