

TOWN OF PORTSMOUTH, RI
DEPUTY FINANCE DIRECTOR/SR. ACCOUNTANT

Department:	Finance
Reports to:	Finance Director
Supervises:	AP/AR Clerk
Position Status:	Exempt
Union/Non-Union:	Non-Union

Position Summary/Purpose:

The purpose of this position is to provide complex supervisory, administrative, and professional management of financial and accounting responsibilities. These responsibilities include but are not limited to the provision of services and operations associated with planning, organizing, directing and management of the Town's finances and associated functions. Included as tasks are the coordination, development, and recurring oversight of the City's various budgets, annual audit, property and liability insurance management, purchasing, debt issuance, cash management, grant management, and fund accounting. The Deputy Finance Director/Sr. Accountant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below 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 or a logical assignment to the position.)

- Assures that procedures and resources are in place for the assignment, tracking, and record keeping of Town financial services operations.
- Provides supervision for all areas within the Finance Department including accounts payable, accounts receivable, cash management; purchasing; risk management; and grant management.
- Performs technical accounting duties in the areas of maintaining Town fund ledgers, maintaining receivable and liability balances and reconciling departmental records with ledgers maintained by the Finance office.
- Reviews and analyzes revenue and expenditure transactions for proper account classification.
- Prepares budget transfer and amendment resolutions/reports as needed.
- Oversees the Town's fixed asset additions and disposals.
- Coordinates the annual audit, preparation of required schedules and tables; reviews audit report and management comments and provides explanations and recommendations.
- Assists in the preparation of the Town's budget, performs analysis of multiple funds for annual budgeting process and assists in the development of the final budget document.

- Assists in the Town's debt management including coordination of the Official Statement as well as the assessment and projection of borrowing needs.
- Provides financial and budget information to senior management, departmental staff and the public as requested.
- Prepares project fiscal reports as necessary.
- Assists the Director and other municipal executives, as authorized, with special projects.
- Conducts all work in a safe manner and all work safety practices are followed.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Associate Degree with business/accounting coursework, over three years of fund accounting and relevant administrative or bookkeeping experience plus two years of supervisory experience; or any equivalent combination of education, training and work experience. Bachelor's degree preferred. CPA, governmental fund accounting preferred.

Knowledge, Skills and Abilities:

- Proven and thorough knowledge of the principles and practices of fund accounting, budgeting, auditing, and considerable knowledge of bookkeeping principles and practices.
- Working knowledge of public administration principles and practices as applied to a municipal financial management operation.
- Ability to utilize data processing applications as they related to the functions of the Finance Department.
- Ability to prepare accurate spreadsheets and reports for the department; ability to implement office administration operations with and without oversight.
- Demonstrated ability and experience in the areas of financial management, decision making, report development, and communications.
- Experience in the development of municipal operating budgets and capital project budget appropriations.
- Ability to design and maintain customized grant or project reporting systems on an appointed individual project basis.
- Ability to successfully communicate and interoperate with peers and subordinates on operations and activities related to the municipal government.

- Thorough ability to establish and maintain effective working relationships with co-workers, financial institutions, vendors, consultants and other governmental agencies and members of the community.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of routine, accounting, technical and administrative responsibilities requiring knowledge of financial operations. Performs responsibilities requiring independent judgment and initiative; integrity; and honesty.

Supervision Received: Works under the direction of the Finance Director.

Supervision Given: Oversees the work of the Accounts Payable/Accounts Receivable Clerk.

Job Environment:

Technical and administrative work is performed in moderately noisy office conditions, with regular interruptions during the day from Town department staff in person or via the phone, email or faxes.

Requires the operation of computers, calculators, copiers, scanners, facsimile machines, and other standard office equipment.

Makes frequent contact with finance staff, vendors, banks, auditors, grant administration staff, department heads in person, via email, phone, fax and in writing.

Errors in judgment or omissions could result in delays or loss of service, monetary loss and/or rework and legal ramifications and/or potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	X
Talking and hearing		X		
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping to file		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)