

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 23-265-1

Title of Position: Account Auditor
Vacancy Exists in the Warwick Sewer Authority

Salary Range: \$54,500 - \$65,600 per year

Date Posted: September 22, 2023

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Salary Position.
Examination Weights: 100% Education & Experience

JOB SUMMARY: Under the general supervision of the Executive Director this position develops, implements controls internal procedures, methods and systems for financial planning and management.

DUTIES AND RESPONSIBILITIES

- Provides accounting assistance on the financial affairs of the Warwick Sewer Authority.
- Prepares and analyzes reports projecting revenue and expenses.
- Prepares all required financial reports for monthly Finance Committee and Board of Directors meetings.
- Maintains capital and operating budgets and develops associated reports.
- Conducts special studies to analyze complex financial actions and prepares recommendations for policy, procedure, control or action.
- Provides guidance and direction to Authority staff to ensure they understand and follow financial policies, legislation and government regulations relating to finance.
- Assists with the development of Sewer Authority financial policies and procedures.
- Analyzes financial information to determine present and future financial performance, identify trends, and evaluate complex financial plans.
- Conducts or directs the preparation of studies, reports and analyses of budgets, financial plans, statistical reports, cash flow projections and business forecasts.
- Prepares and processes purchase requisition, invoices and reports as necessary.
- Completes and oversees the submission of financial reports to the RI Infrastructure Bank and other state or federal agencies.
- Assists with the preparation of grant applications and requests for obligated grant funds.
- Assists with annual preparation and submittal of the Authority's Project Priority List (PPL) as required by RIDEM for Clean Water State Revolving Loan Funds.
- Trains, consults with and reviews the work of colleagues to ensure they understand and properly execute functions necessary to the financial management of the Authority.
- Routinely communicates and works with the Executive Director, Authority managers, and the City's financial management and budget team.
- Prepares and submits weekly payroll for Warwick Sewer Authority.
- Performs related work as required.

Education & Experience: Bachelor of Arts or Science in accounting, finance, economics, business, or public administration and three years of related experience; or a substantially equivalent combination of education and experience. Must possess considerable knowledge and understanding of Microsoft Excel, Word and Access, or similar software commonly used to manage finances, accounting and inventory.

SPECIAL NOTE: Applicants will be subject to a background criminal check prior to employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>