EMPLOYMENT/PROMOTIONAL OPPORTUNITY

Vacancy No. 22-157-1

Title of Position: Controller
Vacancy Exists in the Finance/Treasury Department

Salary Range: $74,860 - $97,612 per year

Date Posted: June 6, 2022

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Salary Position.

JOB SUMMARY: This position works under the general direction of the City Treasurer and Finance Director, and is responsible for managing and maintaining the integrity of the City’s accounting systems and payroll.

DUTIES AND RESPONSIBILITIES

- Creates, updates and reviews the City’s accounting practices and recommends changes to the Finance Director and City Treasurer as necessary to ensure clarity and consistency.
- Maintains the automated general ledger accounting system.
- Extracts data from the City’s automated general ledger accounting system and prepares a variety of financial statements.
- Confers with external auditors; gathers, examines and audits financial data and delegates tasks to other qualified staff to ensure the City’s annual audit is precise and timely.
- Reviews all bank and fund ledger account reconciliations.
- Reviews sales tax and other revenues; and ensures timely monthly reports to the State of RI.
- Reviews all State of RI Municipal Transparency Portal reporting.
- Assists with the preparation of the City’s general fund, personnel funds and capital budgets.
- Provides financial information to other City departments and assists with the preparation of special requests, and ad-hoc financial initiatives.
- Manages the payroll and accounts payable check generation process.
- Manages the City’s payroll process to ensure accurate and timely distribution of employee compensation, and detailed record keeping of all paid and unpaid time off.
- Performs time-sensitive duties in the absence of the City Treasurer.
- Performs other accounting and finance related work as required.

Education & Experience: Bachelor of Arts or Science in the field of accounting or finance and a minimum of five years of fund accounting experience in a public or private organization with annual revenues and expenditures of $200M or more, to include experience providing knowledge of payroll and payroll practices; or a combination of substantially equivalent education and experience. Preference may be given to persons who possess a master of arts or science in business, accounting or finance; or persons who hold a CPA or CMA.

SPECIAL NOTE: Must have knowledge of generally accepted accounting principles and practices; Knowledge of commonly used office and accounting software such as Excel, Access and the Microsoft office suite; Ability to communicate effectively both verbally and in writing; Ability to plan, organize, supervise and appraise the work of staff. Knowledge of MUNIS/Tyler database system is helpful.

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