



TOWN OF SMITHFIELD

JOB DESCRIPTION

FINANCE DIRECTOR / TAX COLLECTOR

GENERAL SUMMARY: The Finance Director /Tax Collector is in charge with the ultimate responsibility of organizing, directing and coordinating all phases of work associated with tax collections, treasury management, purchasing and the financial accounting system of the Town of Smithfield, including but not limited to the deposit, disbursement, and control of all funds of the Town as well as the custody of all Town investments, bonds, and certificates of value. This position requires a working knowledge of the laws, ordinances, and regulations governing the functions a municipal finance department and the fiscal operations of a municipality. In addition, the ability to review accounting and bookkeeping procedures is essential and, when necessary, the capability of initiating effective procedures to meet new and/or changing conditions is required. The employee must possess some knowledge of municipal assessment practices and the application of computer software techniques (Microsoft Office, excel, word, accounting software) for a computerized working environment.

The Finance Director / Tax Collector is under the administrative direction of the Town Manager or his/her designate and is expected to render technical assistance and advice to the same concerning the preparation of long range financial plans, policies, and schedules; the design and administration of various managerial procedures and accounting control devices; and the formulation of the municipal budget. This position shall possess all the powers, rights, and duties prescribed by federal law or local ordinances/regulations.

Said position requires a person with considerable background and/or experience in business management and administration; a proven history of leadership ability; a working knowledge of municipal government, particularly in the area of public finance and taxation; and a general understanding of policy formulation and implementation.

ESSENTIAL FUNCTIONS:

1. Administers the accounting and recording system which accounts for the transactions of all departments, offices, and agencies of the Town, including but not necessarily limited to the School Department, the Sewer Authority, the Water Supply Board, the Municipal Ice Rink, and miscellaneous special funds and escrow accounts, in accordance with the annual budget plan and Town Charter, where applicable, and complies with the uniform accounting and reporting standards for Rhode Island municipalities.
2. Responsible for administering the Investment Policy of the Town.
3. Responsible for administering the Purchasing Policy of the Town.
4. Develops and continuously maintains the financial accounts and controls designed to produce accurate records of the Town's financial condition.
5. Prescribes uniform forms of receipt, vouchers, bills, and claims to be utilized by all departments, offices, and agencies of the Town.
6. Exercises proper established controls over all expenditures by pre-auditing all bills, invoices, payrolls, or other evidences of claims against the Town, and insuring that budget appropriations are not exceeded by disbursements in any department, office, or agency of the Town.
7. Responsible for the control of all expenditures and disbursement of monies for the payment of properly approved and authorized payment vouchers.
8. Establishes and controls the petty cash funds for all departments, offices, and agencies of the Town who have been approved for same.
9. Collects and receives all taxes and special assessments for which the Town is responsible for collection. Position possesses all the powers, rights, and duties prescribed under the general laws for tax collectors.
10. Administers penalties for delinquent taxes, charges, and special assessments; arranges for and participates in annual tax sale delinquency, as required.
11. Collects and receives all license fees, rents, funds, money receivable or revenue due the Town from any source, except as otherwise provided by law.
12. Reconciles bank statements and cash accounts with ledgers for all funds.
13. Supervises the daily and periodic input of data into the accounting system of the Town and for all such records of the Finance Department that may be required to be computerized by the Town Manager or his/her designee.

14. Establishes and administers both an investment and a bonded debt program for the Town and provides the Town Manager or designee with long-range financial forecasts.
15. Possesses custody of all investments and invested funds of the Town or in the possession of the Town in a fiduciary capacity, and has the safekeeping of all bonds and notes of the Town as well as the receipt and delivery of Town Bonds, including the School Department and other applicable agencies.
16. Possesses custody of all public funds belonging to or under the control of the Town, or any department, office, and agency of the Town, including the School Department and other applicable agencies, and deposits all funds coming into the Treasurer's possession in such depositories as may be designated by the Town Council, or if no such resolution be adopted by the Town Council, in such depositories as he/she may choose, subject to the requirements of State Law as to the surety and the payment of interest on deposits; all such interest shall be the property of the Town and shall be accounted for and credited to the proper accounts.
17. Prepares a monthly statement of all receipts and disbursements in sufficient detail to identify the financial condition of the Town for submission to the Town Manager of which copies shall be made in sufficient quantity for disbursement to all departments and whosoever else the Town Manager may designate.
18. Monitors and analyzes department budgets; identifies potential budgetary concerns; and informs Town Manager and Department Directors of same.
19. Prepares monthly and annual financial reports for Town Manager.
20. Prepares periodic (annually, quarterly, special) financial statements and reports. The Town Manager or his/her designee shall determine frequency and timing of such documents.
21. Supervises the preparation of debt service amortization schedules.
22. Cooperates and coordinates with the external auditors in the provision of all necessary documents for the annual external audit as well as any additional information that may be required for the successful and efficient completion of same.
23. Facilitates the preparation and monitoring of the annual budget and assures compliance of said budget with the goals and policies established by the Town Manager or other authority as may be designated by law.
24. Provides technical expertise and assistance to the extent designated by the Town Manager in the formulation of the Town Budget and cooperates with said

- Manager or their designate with the compiling of expenditure and revenue estimates for the coming fiscal year/years.
25. Oversee the supervision of the operational functions of the Tax Assessor's Department.
 26. Serve on various committees as assigned by the Town Manager or Town Council to include but not limited to areas involving capital improvements, capital infrastructure, capital equipment. (Ex: budget & financial review, the Boyle athletic complex, fire /police pension, fire building committee, etc.)
 27. Review Town insurance policies annually with respect to life, property/casualty, workers compensation and wage reimbursement.
 28. Supervises payroll and payroll accounting, including withholding taxes, social security deductions, retirement deductions, medical insurance deductions and billings, and miscellaneous deductions. Prepares all required reports, including but not limited to quarterly and annual reports concerning these deductions.
 29. Works with the Town Manager in the preparation and administration of the annual budget. Attends all budget meetings; reviews budget request for accuracy and completeness; consults with department directors regarding their operating budgets.
 30. Confers with representatives of federal, state, and local agencies concerning the financing of municipal programs and capital improvements.
 31. Performs all other related work and duties as may be assigned or prescribed by law.
 32. Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.
 33. Oversees, motivates and evaluates Finance staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission and strategic goals; and (3) foster leadership development throughout the department.
 34. Participates in all labor negotiations.
 35. Provides recommendations to the Town Manager on strategic direction of fiscal policies that will maintain and enhance the financial health of the Town
 36. Performs various analytical assignments.
 37. Prepares and administers the Capital Budget for the Town.

JOB REQUIREMENTS:

Education

1. A Bachelor's Degree (Master's Degree preferred) from accredited school in business or public administration plus five years of supervisory experience in business or public finance, budgeting, financial control and accounting experience or experience that shall be substantially equivalent.

Experience

1. Knowledge of municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS); Considerable knowledge of Generally Accepted Accounting Principles (GAAP).
2. Knowledge of principles and practices of municipal finance administration including budget preparation. Extensive experience and background in internal auditing and financial control procedures and practices.
3. Experience in the preparation of periodic (monthly, quarterly, annually, etc.) and special financial statements and reports.
4. Experience and/or background in the preparation, establishment, and implementation of both an investment and a bonded debt program.
5. Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.

Other

1. Thorough knowledge and background experience in the development and maintenance of an accounting system for a moderately sized business or municipal corporation.
2. Ability to conduct long range financial analysis and prepare long-term financial forecasts relative to the results of it.
3. Knowledge of municipal taxation and corresponding assessment procedures as well as experience in budgeting and financial control.
4. Extensive knowledge of modern office management procedures, practices, and equipment, particularly as applied to accounting operations.
5. Knowledge and experience in a computerized accounting environment with a working knowledge of Microsoft Office including Excel, Word, PowerPoint, and accounting software.

Job Description
Finance Director
FLSA= Exempt

6. Exceptional ability to develop and maintain effective working relationships with other municipal officials and offices, employees, and the general public.
7. Ability to coordinate, plan, layout, and supervise the work of a clerical staff.

PHYSICAL REQUIREMENTS:

1. See functional job description (attached.)

“The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.”

WORKING CONDITIONS:

1. Duties are performed in an active environment.

SALARY: As stipulated by the Town Manager.

6/2022

FUNCTIONAL JOB DESCRIPTION

Job Description
 Finance Director
 FLSA= Exempt

Job Title:	Finance Director / Tax Collector
Department:	Town Hall
Description of job: See pages 1-6	
<p>GENERAL SUMMARY: The Finance Director/ Tax Collector is in charge with the ultimate responsibility of organizing, directing and coordinating all phases of work associated with tax collections, treasury management, purchasing and the financial accounting system of the Town of Smithfield, including but not limited to the deposit, disbursement, and control of all funds of the Town as well as the custody of all Town investments, bonds, and certificates of value. This position requires a working knowledge of the laws, ordinances, and regulations governing the functions a municipal finance department and the fiscal operations of a municipality. In addition, the ability to review accounting and bookkeeping procedures is essential and, when necessary, the capability of initiating effective procedures to meet new and/or changing conditions is required. The employee must possess some knowledge of municipal assessment practices and the application of computer software techniques (Microsoft Office, excel, word, accounting software) for a computerized working environment. The Finance Director is under the administrative direction of the Town Manager or his/her designate and is expected to render technical assistance and advice to the same concerning the preparation of long range financial plans, policies, and schedules; the design and administration of various managerial procedures and accounting control devices; and the formulation of the municipal budget. This position shall possess all the powers, rights, and duties prescribed by federal law or local ordinances/regulations. Said position requires a person with considerable background and/or experience in business management and administration; a proven history of leadership ability; a working knowledge of municipal government, particularly in the area of public finance and taxation; and a general understanding of policy formulation and implementation.</p>	
Protective Personal Equipment:	None required

Classification:	Sedentary: <u>X</u>	Light: __	Medium: __	Heavy: __	Very Heavy: __
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Classification Key:

Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;

Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;

Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;

Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;

Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects

Driving Requirements:	None: __	Manual: __	Automatic: X__
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WORK ENVIRONMENT	
Floor Surface:	Office environment; rugged surface
Inside:	At constant level
Outside:	Occasionally or as needed
Lighting:	Overhead fluorescent lighting
Vibration:	N/A

PHYSICAL DEMANDS

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LIFTING

Maximum weight lifted: up to 20 pounds occasionally

WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 - 10 lbs		X			Floor to waist	Common office supplies and/or files
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

PUSHING/PULLING

Maximum push/pull: File Drawers

WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X				File draws
10 - 20 lbs	X					
20 - 35 lbs	X					
100 + lbs	X					

ACTIVITY	Never	Occ.	Freq.	Constant	Comments
Sitting				X	At work desk
Standing		X			At desk/in office area
Walking		X			In office area or within the building
Bending		X			To access lower level office supplies
Twisting	X				
Crawling	X				
Kneeling	X				
Squatting		X			To access lower level office supplies
Climbing		X			Stairs as needed.
Reaching - Vertical		X			To reach office supplies on shelving
Reaching - Horizontal			X		To reach keyboard, desk, supplies
Grasping			X		Office supplies, daily documents
Pinching		X			Papers, writing utensils
Manual Dexterity		X			Use of hands to hold and use needed office supplies
Fine Dexterity		X			Key striking; data entry

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CARRYING						
Maximum weight carried: up to 20 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Within office	Office supplies and/or files
10 - 20 lbs		X				
20 - 35 lbs	X					
35 - 50 lbs	X					

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)