



# TOWN OF SOUTH KINGSTOWN JOB POSTING

## Director of Finance

The Town of South Kingstown, Rhode Island, a suburban coastal community of approximately 30,000 residents, is seeking a highly experienced professional to join the senior management team in the role of Finance Director. This position reports directly to the Town Manager, is the chief financial advisor to the Town Manager and Town Council, and is responsible for providing strategic direction and leadership in the Town's financial operations and control, including overseeing the Town's financial management information system; collection, custody, and disbursement of public funds; the collection of taxes, utility user fees, and other receipts; payroll, purchasing, and risk management; administration of the municipal debt program and the issuance of all bonded debt; preparation of financial reports covering all municipal activities and funds; maintaining municipal accounting records; and management of and providing advice on investments.

As the Town's chief financial officer, the Finance Director is responsible for the formulation and execution of the Town's overall financial policies, strategies, planning forecasts, and accounting systems. The Finance Director develops, presents, manages, and implements the Town's annual operating budget program and capital improvement program, and reviews and makes recommendations for supplemental appropriations and transfers as needed within all budgetary programs. The Finance Director also prepares and coordinates the Town's Comprehensive Annual Financial Report. The Finance Director provides leadership and direction in the development of short term and long range plans; gathers and prepares data for studies, reports, and recommendations; develops best management practices related to financial policies and operating procedures; and coordinates department activities with other departments and agencies as needed. The Finance Director develops financial studies and plans; forecasts, estimates, and monitors the Town's financial condition to promote fiscal wellbeing; and ensures compliance with the Town's financial policies, as well as local, state, and federal budgetary and financial reporting requirements.

The ideal candidate will have a bachelor's degree (master's degree preferred) from an accredited college or university in accounting, finance, or a closely related field, and a minimum of seven years of progressively responsible municipal finance work in a similar position, or an equivalent combination of education and experience. The ideal candidate will also have considerable knowledge of governmental accounting and reporting, GAAFR, GAAP, and GASB. Experience with the financial management system MUNIS is preferable.

This full time position's salary is commensurate with experience, and includes a comprehensive benefit package as detailed within the Town's Non-Union Employee Benefit Summary. To apply, please submit an application, cover letter, and resume to: [jobs@southkingstownri.com](mailto:jobs@southkingstownri.com) or by hand or mail to: Personnel Administrator, Town Hall, 180 High Street, Wakefield, RI 02879. Applications are available for download on the Town's website [www.southkingstownri.com](http://www.southkingstownri.com), and hard copies are available at Town Hall. Application materials will be accepted through Friday May 10<sup>th</sup>, 2019.

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