



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Controller
DEPARTMENT/DIVISION:	Finance Department/Controls Division
PAY GRADE & HOURS:	Grade TBD 40-hour work week
UNION:	Non-Union/Non-Classified Plan

POSITION SUMMARY: Under the supervision of the Finance Director, the Controller ensures that all financial reporting is done ethically and in compliance with all generally accepted accounting principles (GAAP).

DUTIES & RESPONSIBILITIES:

- Plan and manage the activities of the Controls Division as well as all ongoing fund accounting systems and related reporting.
- Supervise the accounts payable and personnel and disbursement functions as they relate to payroll and expenditure control accounts.
- Supervise the execution of cash transfers to other funds and outside agencies and vendors.
- Reconcile all inter-fund liabilities and receivables, as well as monthly reconciliation of all control and subsidiary accounts receivable groups.
- Process all HUD Grant vouchers; complete all required financial accounting reports.
- Ensure that all monthly and annual financial reports are accurate and in compliance.
- Assist the Finance Director in the preparation of the annual budget.
- Oversee the annual audit process to ensure the accuracy of all financial information as assigned by the Director.
- Adhere to all financial reporting and disclosure requirements as required under RI General Law, the RI Office of the Auditor General, the Governmental Accounting Standards Board, Internal Revenue Service and the Charter and Ordinances of the City of Woonsocket.
- Performs related duties of the Director of Finance as assigned by the Director or appointing authority.
- Performs other duties as required.

QUALIFICATIONS: A Bachelor's Degree (B.S.) in accounting, business administration or related field with five (5) years of experience in municipal accounting and/or auditing required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.