



CITY OF WOONSOCKET, RHODE ISLAND

PERSONNEL OFFICE

EMPLOYMENT ADVERTISEMENT

CONTROLLER

The City of Woonsocket, Rhode Island is conducting a search for a Controller. Reporting to the Finance Director, the Controller is responsible for guiding financial decisions and protecting City assets by establishing, monitoring and enforcing policies and procedures. Responsible for planning and managing all activities of the Controls Division. Supervises all payroll and expenditure control accounts, all cash transfers to other funds, as well as to outside agencies and vendors. Reconciles all inter-fund liabilities and receivables and monthly reconciliation of all control and subsidiary account receivables groups. Responsible for all Housing and Urban Development (HUD) vouchers and financial reporting. Ensures that all monthly and annual reports are accurate and compliant. Oversees the annual City audit by assigning tasks and reviewing all work for completeness and accuracy. Performs other duties as assigned by the Finance Director. The person in this position must have a Bachelor's Degree in accounting or a business related field and five (5) years of experience in municipal accounting and/or auditing. Must have a strong background in accounting software and Excel. A thorough knowledge of generally accepted accounting procedures (GAAP) as well as knowledge of City charter and ordinances is also required.

Application Deadline: Tuesday, June 6, 2023
Classification: Non-Union/Non-Classified
Salary Range: \$70,000/Year
Hours of Work: 40 Hours

To Apply: The City of Woonsocket offers a competitive benefit and compensation package. For more information on this position including a full position description and application visit the "Employment" section on the City of Woonsocket website via the following URL:

<https://www.woonsocketri.org/personnel-department/pages/employment-opportunities>

Please forward your completed application and resume to Nikki Aphonphanh, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895. You may send your information electronically to naphonphanh@woonsocketri.org.

About Woonsocket: A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island's Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

An Equal Opportunity Employer

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