

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following non-union vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Finance		Finance Clerk	\$40,000 - \$47,000

Under the dual supervision of the Finance Director and the Director of Planning, the Finance Clerk is responsible for the administrative support, reporting and grant management of all funds within the Department and its affiliated agencies. Assists the departments with the preparation of financial reports, data entry, analyzing data and accounts, and performs routine finance functions such as accounts payable, accounts receivable and reconciling account balances.

Minimum requirements upon application

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Extensive knowledge of Microsoft Office suite, particularly Microsoft Excel, Word and Outlook. Proficiency test may be administered in the areas of typing, spreadsheets and math ability.
- Knowledge of municipal accounting software applications and procedures preferred
- Knowledge of fund accounting preferred

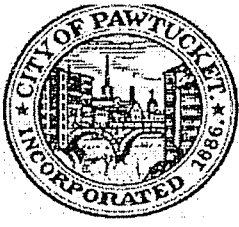
Associate's degree (A. A.) or equivalent from two-year college or technical school; and 1-2 years related experience and/or training; or equivalent combination of education and experience.

Please send cover letter, resume, copy of degree and City of Pawtucket job application found at (www.pawtucketri.com under employment opportunities). TO APPLY: Please email your entire packet as a pdf document to: HR@pawtucketri.com

Candidates must meet minimum qualifications as stated in job description

Application Period: June 18, 2020- Until job is filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: FINANCE CLERK
Department: FINANCE
Reports To: FINANCE DIRECTOR
Pay Grade: \$40,000 - \$47,000
Prepared By: SM
Prepared Date: JUNE 2020
Approved By: JLH
Approved Date: June 2020

SUMMARY

Under the dual supervision of the Finance Director and the Director of Planning, the Finance Clerk is responsible for the administrative support, reporting and grant management of all funds within the Department and its affiliated agencies. Assists the departments with the preparation of financial reports, data entry, analyzing data and accounts, and performs routine finance functions such as accounts payable, accounts receivable and reconciling account balances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, others may be assigned:

- Use the City's accounting system to enter and maintain purchase requisitions, contracts and projects and also enter cash receipts and run all necessary reports
- Reconcile bank statements and maintain contract folders for Community Development Block Grant (CDBG), Home Investment Partnerships Program, Emergency Shelter Grant, Community Development fund (UDAG), 175 Main Street, Pawtucket Arts Festival, Pawtucket Business Development Corporation, Pawtucket Redevelopment Agency Housing and Commercial Rehab, as well as various other grant or special programs that are introduced.
- Coordinates various fiscal reporting activities for the organization including: preparing drawdown packets to be signed by the Finance Director (or designee), reconcile and prepare drawdown support documentation, and maintain all backup documents in accordance with standard audit procedures. Monitors all grant fund budgets including contract and project budgets and prepares all necessary reports as needed. Complete all required grant and governmental required financial reports.
- Prepare and maintain all payroll reimbursements being requested from HUD. Assist in preparing all grant required documentation to request reimbursements from outside agencies.
- Monitor all departmental and grant-funded accounts to ensure all transactions are timely and do not exceed budgetary limits

- Reconcile balances for all grantees; reconcile the drawdown support documents for payments to Subrecipients, and reconcile all grant funds on a monthly basis.
- Develop and maintain systems of internal controls to safeguard the financial assets of the organization and oversee all grant awards and program requirements.
- Tracking expenses and revenues and analyzing data for various funds as needed.
- Participate in the preparation of financial statements and budgets required by City and Federal office and departments, schedules and supervise the preparation and processing of financial transactions
- Performs other related duties as directed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Extensive knowledge of Microsoft Office suite, particularly Microsoft Excel, Word and Outlook. Proficiency test may be administered in the areas of typing, spreadsheets and math ability.
- Knowledge of municipal accounting software applications and procedures preferred
- Knowledge of fund accounting preferred

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; and 1-2 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None 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 regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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.

The noise level in the work environment is usually moderate.