

**CITY OF CRANSTON
DEPARTMENT OF PERSONNEL
ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL
SERVICE EXAMINATION
FOR
FINANCE & COMPLIANCE OFFICER**

STARTING SALARY: RANGE 32: \$74,715.73

Applications must be filed on or before **4:30 PM, Tuesday, September 10, 2024** in the office of the **Director of Personnel, Room 107, Cranston City Hall; fax 780-3362**; Applications are available at the Department of Personnel. Applications may be downloaded at www.cranstonri.gov/department/personnel. Applications may be submitted to the Personnel Department by: Fax: (401) 780-3362; Email: personnelapplications@cranstonri.org; US Mail: Personnel Director, 869 Park Avenue, Cranston RI 02910. Time and place of examination to be announced by email.

Duties:

This employee is responsible for the financial management of the Department of Community Development and for compliance with Federal rules and regulations not only for the department but also for projects and subrecipients. This employee must have some basic accounting knowledge for he/she must be able to do bank reconciliations; perform monthly reconciliations between the department's check book, the federal IDIS monthly drawdowns and the department's Access database which functions as the department's accounting software. Monitors sub-recipient for compliance with grant agreements; make any necessary recommendations to bring sub-recipient into compliance. Prepares monitoring reports based on monitoring visits. Reviews requests from sub-recipients and contractors for reimbursement for accuracy and compliance with grant agreements. If necessary, return the requests for further information and clarification or reject portion of the request. Reviews deposits for accuracy and completeness. Reviews the rehab loan portfolio monthly, Maintains the checkbook, records transactions and keeps checkbook balance. Prepares internal bank reconciliations. Enters data in IDIS for new projects at the beginning of the fiscal year. Creates activities and drawdowns in IDIS for payments. Enters data for activities in IDIS – program income, project status, accomplishments. Monitors status of grant funds and program income in IDIS throughout the year. Maintains all financial transactions. Reviews the financial status of the department during the year with regard to regulations. Prepares financial estimates of funds available for the next fiscal year in order to allocate funds to new proposed projects, while complying with regulations. Prepares the Action Plan, the CAPER and the Consolidated Five-Year plan in IDIS. Allocates monthly payroll to program administration and rehab. Prepares quarterly Federal Cash transaction reports. Reviews compliance of projects regarding prevailing wages in accordance with the Davis-Bacon and Related acts and Section 3. Prepares environmental reviews for projects. Performs related work as required.

Examination:

The examination shall consist of a written examination. The weight of the examination shall be 100%. The minimum passing grade shall be 70%. Qualified employees will have the appropriate seniority points added to a passing score.

Preference:

Honorably discharged active-duty war veterans who have received a passing grade of 70% on the test shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade. In order to receive credit for veterans' preference, an honorably discharged active-duty war veteran **must furnish DD 214 when filing application.** A disabled active-duty war veteran must submit proof that he/she has been classified as disabled by the Veterans' Administration. **Applicant must provide DD214 with application.**

VETERAN DATES FOR ACTIVE-DUTY WAR VETERANS are as follows:

December 7, 1941 to December 31, 1946

June 27, 1950 to January 31, 1955

July 1, 1958 to January 1, 1959

August 5, 1964 to May 7, 1975

August 20, 1982 to December 31, 1987

December 20, 1989 to January 31, 1990

August 2, 1990 to July 13, 1992

September 18, 2001 – A period to be prescribed by law, an Act of Congress or Presidential Proclamation

October 16, 2002 – A period to be prescribed by law, an Act of Congress or Presidential Proclamation

Knowledge, Skills and Abilities:

A thorough knowledge of municipal accounting procedures and a working knowledge of municipal departments. A working knowledge of computerized accounting systems, Microsoft Excel, Word and Outlook. Demonstrated communication skills relative to the preparation of reports and correspondence.

Minimum Qualifications:

A bachelor's degree from an accredited college in Business Administration/Accounting required, and any related work experience is preferred.