**CITY OF CRANSTON**

**DEPARTMENT OF PERSONNEL**

ANNOUNCES AN OPEN COMPETITIVE AND PROMOTIONAL CIVIL

SERVICE EXAMINATION

FOR

**CHIEF FINANCE CLERK**

**SALARY RANGE 25: MINIMUM: $58,129.53 MAXIMUM: $73,157.81**

Applications must be filed on or before **4:30 PM, Friday, June 9, 2023** in the office of the **Director of Personnel, Room 107, Cranston City** **Hall; fax 780-3362;** Applications are available at the Department of Personnel or may be downloaded from [www.cranstonri.com](http://www.cranstonri.com) on the Personnel page.

**Time and place of examination to be announced.**

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**Duties:**

This is highly responsible and technical clerical position. Work is performed under the general supervision of the Director of Finance in accordance with established city policies and procedures. The employee has considerable responsibility for making decisions requiring the application and knowledge of municipal accounting procedures, rules and regulations.

Maintains the financial records of the City of Cranston with particular responsibility for the following: daily and weekly cash flow analysis; bank statement reconciliation; monthly and annual reconciliation of accounting subsidiary ledgers with the computerized general ledger; preparation of work papers for the annual city audit; preparation of financial reports as needed but with particular attention to annual financial statements; assisting in the preparation of the city budget.

Other duties include recording cash in/cash outs of the General Fund Account and recording Tax Collections Reports on Excel Spreadsheet; processing all Wires and ACH payments; handling monthly reimbursements from departments to the General Fund as well as end of month transfers from the General Fund to various departments; preparing journal entries for incoming and outgoing funds; recording and processing insufficient funds checks that have been returned; monitoring of and processing payments to insurance agencies through employee payroll deductions; monitoring City Planning Performance Bonds and handling correspondence to banks and developers when letters of credit are reduced; maintaining Police and Fire Pension Excel Spreadsheets; calculating new retiree pension amounts and monitoring age 55 increases; coordinating spousal pension benefits for QDROs; processing annual retiree affidavits to update city records; preparing Finance time sheets and monthly attendance reports; transmitting Payroll and Pension Direct Deposit and reconciliation files to banks; maintaining and transmitting deferred compensation files for the 401 A plans; faxing withdrawal requests to companies. for employees and retirees; researching and placing stop payments for stale and lost checks; processing debt payments; updating school allotment and grant spreadsheets as funds are received from the state; separating payroll checks and direct deposit statements by each department per payroll and other duties as required.

**Examination**:

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 or any related field is mandatory and at least 5 to 10 years demonstrated related work experience is required to apply for this position.