



# City of Newport, Rhode Island

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>SENIOR ACCOUNTANT</b>
<b>Posting Date:</b>	Monday, February 6, 2012
<b>Closing Date:</b>	Friday, February 17, 2012
<b>Department:</b>	Finance
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Reviews all grant applications for executive approvals, completeness of information, and ability to comply; abstracts relevant operational, financial, and reporting covenants.</li> <li>• Independently gathers evidence and verifies compliance of grant covenants as required; receives and verifies financial data reported to grantor agencies; prepares annual Schedule of Expenditures of Federal Awards; and assists external auditors to conduct annual Single Audit.</li> <li>• Assists with accounting functions in accordance with appropriate RI General Laws, finance related ordinances, and generally accepted accounting principles applicable to municipal government; assists with accounting records, account reconciliations, comprehensive financial reporting, compliance with legal and contractual obligations, and appropriations, encumbrance, and expenditure controls.</li> <li>• Corresponds with and collects data necessary for annual accounting closings from each department and agency; prepares supporting work papers for annual financial audit; and proposes adjusting journals entries where required.</li> <li>• Prepares monthly bank reconciliations and other reconciliations.</li> <li>• Draft annual general purpose financial statements and comprehensive Annual Financial Report.</li> <li>• Reviews trust funds' activity in custodial accounts; summarizes activity for accounting purposes and Trust &amp; Investment Commission reporting; reconciles to plan accounting data provided by custodians and to general ledger balances; serves as the City's liaison to the Trust and Investment Commission.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in accounting, business administration or management, financial management, or a related field; three (3) years of professional accounting experience, internal or external auditing, or financial management experience or any equivalent combination of education and experience.</li> <li>• Working knowledge of public administration practices, local, state and federal laws, and general office procedures.</li> <li>• Comprehensive knowledge of the functions of municipal government.</li> <li>• Thorough knowledge of municipal budgeting and accounting principles, practices and procedures.</li> </ul>

TURN OVER FOR ADDITIONAL INFORMATION

<b>Minimum Entrance Qualifications:</b> <b>(continued)</b>	<ul style="list-style-type: none"> <li>• Working knowledge of generally accepted accounting principles, promulgations of the Governmental Accounting Standards Board, applicable Rhode Island General Laws regarding finance, insurance, etc.</li> <li>• General understanding of government fund accounting; working knowledge of financial calculations and ratios.</li> <li>• Expertise in personal computers and software applications for spreadsheet, graphics, and word processing.</li> <li>• Thorough understanding of the municipal budgetary process.</li> <li>• Good analytical, budgetary, and writing skills.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>• Certified Public Accounting (CPA) certification required</li> </ul>
<b>Pay and Hours Per Week</b> <i>Grade: S07</i> Minimum Salary: \$54,234.00 <i>Maximum Salary:</i> \$77,250.00 <i>Hours per week: 40</i>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b>  Michael J. Coury, HR Administrator  Office of Human Resources  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p><b><i>An Equal Opportunity and Affirmative Action Employer</i></b></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p><b><i>www.cityofnewport.com</i></b>  <b><i>Tel: (401) 845-5444</i></b>  <b><i>Fax (401) 845-9364</i></b></p>	