

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



BUDGET ANALYST/STAFF ACCOUNTANT
UNION AFFILIATION - STEELWORKER
(Pay Grade 39) \$58,997- \$70,821

Position Description:

Responsible to input into, manage, update, and oversee the City's budget process through current Software. Prepares all budgetary materials and works with various City departments, preparing written budget analysis reports as needed. Assists with all budgetary requirements/reports for City bonding. Reviews the City's operating and capital budget requests. Works with all Department Heads and Mayor in analyzing previous year's budget and formulating proposed budgets to be presented to City Council. Assist in the analysis of a wide scope of public finance issues, as they arise, such as cash flow analysis, debt management, and overtime and revenue estimation. Performs accounting functions required to maintain the City's general ledger such as journal entries and accounts receivable deposits. Responsible to reconcile monthly bank cash accounts for all funds. Responsible to provide support, guidance and training for other division staff and end-users of the current accounting system. Works alongside the City Controller. Cross trained on the duties of the department clerk and procurement specialist. Other duties as assigned.

Desirable Abilities, Knowledge and Skills:

Must possess strong problem solving and analytical skills. Proficient in Microsoft Office programs, especially Excel. A general knowledge of principles and practices utilized in the analysis of objectives, procedures, organizational structure and financial resources as they relate to the preparation, review and implementation of budgets. Knowledge of the principles and practices of public budgeting and administration. The ability to conduct analysis of problems, develop alternatives and participate in decision making. The ability to examine, assimilate, and utilize the information garnered from City documents, on-site visits, and national and regional literature related to budgetary activities. The ability to provide clear and concise reports on a timely basis. Some knowledge of municipal bonds. Grant writing experience and or the ability to collaborate with other grant writers to provide any budgetary information as needed.

Minimum Qualifications:

Preferred five years of experience working with Municipal and or State budgets or similar. Strong knowledge of accounting principles. Must possess excellent oral communication skills, superior writing and editing skills and strong interpersonal skills.

Educational requirements:

Bachelor’s Degree from a four year accredited college or university with major course work in finance, business administration, accounting or financial related field: or equivalent experience and professional development.

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Internal Candidates will be considered first

Application and resume must be submitted no later than August 17, 2022, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 08/03/2022