



STATE OF RHODE ISLAND
invites applications for the position of:

CHIEF FINANCIAL OFFICER III

DEPARTMENT:	EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DIVISION:	Central Management
OPENING DATE:	03/20/21
CLOSING DATE:	03/29/21 11:59 PM
SALARY:	\$69.32 - \$77.76 Hourly \$126,156.00 - \$141,525.00 Annually
PAY GRADE:	147A
JOB TYPE:	Non-Union (99)
NAME OF BARGAINING UNIT UNION:	Non-Union (99)
LOCATION:	3 West Road, Cranston, RI
SCHEDULED WORK DAYS: HOURS OF WORK	Monday-Friday; 8:30 am - 4:00 pm
WORK WEEK:	Non-Standard
ASSIGNMENT (S)/COMMENTS:	The individual hired to fill this position is being hired into an E-Verify site which contains Federal tax Information (FTI), as defined in IRS Publication 1075. Although the individual may not have direct access to FTI, the individual is required to have their employment eligibility validated through E-Verify.
JOB NUMBER:	2020-10000-167
CLASS DEFINITION:	

GENERAL STATEMENT OF DUTIES: To oversee the financial administration for a large and highly complex department's (as defined by the DOA Office of Management and Budget) fiscal and budgetary processes; to be responsible for all departmental fiscal functions including budget development, internal controls, and the fiscal administration of programs funded by state,

federal, or other sources; to participate as a key member of the agency's executive leadership team in establishing and updating the agency's strategic planning documents and key performance metrics; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Department Director with wide latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules, regulations and department objectives.

SUPERVISION EXERCISED: Directly plans, coordinates, supervises and reviews the work of a professional staff engaged in fiscal/financial tasks.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To oversee the financial administration for a large and highly complex department's (as defined by the DOA Office of Management and Budget) fiscal and budgetary processes. To be responsible for all departmental fiscal functions including budget development, internal controls, and the fiscal administration of programs funded by state, federal, or other sources. To participate as a key member of the agency's executive leadership team in establishing and updating the agency's strategic planning documents and key performance metrics. To provide leadership and direction for a departmental financial management team. To oversee agency staff who perform procurement, accounting and budget tasks using the State's ERP software and other software tools. To lead the process to develop agency annual operating and capital budgets. To develop effective tools for comparing actual financial operating results with the budget and to research and determine the reasons for any variances. To develop and implement effective corrective action plans to address variances between budgeted and actual expenditures. To present the agency's budget, operating results, corrective action plans and other financial matters to staff at the Office of Management and Budget (OMB), Office of Accounts & Control and legislative finance. To prepare all required reports and make presentations to explain budget variances and the associated corrective action plans that will be taken. To develop and monitor processes to ensure compliance with various Federal program provisions and Federal OMB Uniform Grants Guidance. To manage revenue and cash flow and ensure that funding from all non-general revenue sources, including Federal and restricted sources, is maximized to the extent allowable. To provide guidance to agency staff on compliance with generally-accepted accounting principles as well as to ensure appropriate internal controls are implemented to protect agency assets and minimize risk. To oversee the maintenance, review and reconciliation of financial information to subsidiary records in order to ensure compliance with generally-accepted accounting principles and sound internal control principles. To make relevant recommendations to the Department Director and senior management team to improve financial processes and internal controls. To collaborate with the Department of Administration in financially managing the completion of contracts, grants, purchasing and lease arrangements, and related special projects. To interpret federal and state laws and accounting principles to ensure departmental accounting processes and procedures comply. To be responsible for conducting analyses of the costs of various departmental operations in order to provide recommendations for reducing costs and for ensuring that costs are allocated properly to the department's various accounts and funding sources. To be responsible and accountable for the proper receipt and disbursement of departmental funds including state, federal and other monies, and to ensure that these funds are used for the purposes for which they were intended. To be responsible for the evaluation of existing programs and to develop plans for their expansion, modification or elimination in view of changing needs and the availability of state and/or federal funds. To interface with federal and any other funding sources to ensure that all eligible funding resources are made available to the department, and to be responsible for developing and implementing corrective action plans, when necessary, in response to federal and state audit findings and recommendations. To make recommendations to the Department Director on financial planning and on developing systems

for effective administrative and fiscal management, including fiscal and staffing requirements. To attend meetings and conferences as required. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of governmental accounting, budget execution and control, and fiscal management; a thorough knowledge of applicable federal and state legislation; a thorough knowledge of management and business administration principles and techniques; a thorough knowledge of the principles, practices and techniques involved in operating a financial tracking and reporting system; advanced knowledge of financial and budget-related software; the ability to plan, develop, coordinate, and supervise the work of a staff engaged in performing departmental fiscal and administrative tasks; the ability to prepare and interpret financial reports, studies and analyses; advanced verbal and written communication skills; the ability to incorporate practices of business administration and fiscal management in developing complex programs for funding and budgeting; the ability to plan and direct the execution of fiscal management and methods studies and the composition of reports thereon; the ability to evaluate existing programs and to develop plans for their expansion, modification, or elimination; the ability to utilize automated financial management, budget preparation, contract administration and grant management systems; the ability to establish and maintain an effective working relationship with subordinates, superiors, vendors, members of the legislature, other governmental agencies and departments; and related capacities and abilities. **EDUCATION AND EXPERIENCE:** Education: Possession of a master's degree in Public Administration, Accounting, Finance, Business Administration or related field; and Experience: A minimum of ten (10) years of management-level experience in the administration and oversight of fiscal/administrative functions such as accounting, accounts examining, budget management or grants administration.

SUPPLEMENTAL INFORMATION:

Reporting to the Assistant Secretary for Human Services and serving as a key member of the Executive Office of Health and Human Services (EOHHS) leadership team; to serve as the EOHHS Director of Budget and Finance responsible for leading and managing all activities required to achieve statutory obligations related to budget, finance and administration expectations.

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https://e-verify.uscis.gov/web/media/resourcesContents/E-Verify_Participation_Poster_ES.pdf

https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGLS 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #2020-10000-167
CHIEF FINANCIAL OFFICER III
NR

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov
