

VACANCY NOTICE

File# 10838

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p style="text-align: center;">Associate Director Financial</p> <p>TITLE OF POSITION: <u>Management</u> CLASSIFICATION CODE: <u>02599800</u> SALARY RANGE: <u>(144A) \$91363-104036</u> REFERENCE POSITION NO.: <u>5321-10000-91</u> Department or Agency Name: <u>TRANSPORTATION</u> APPLICATION PERIOD: <u>11/12/09 - 11/27/09</u> <i>Division/Section/Unit</i> <u>Financial Management</u> Assignment's) / Comments: <u>NS WWK</u> Shift and Days: <u>M-F</u> Job Location: <u>Two Capitol Hill/Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> Name of Bargaining Unit Union: <u>Senior Management</u> There is* <u> </u> is not <u> X</u> a Civil Service List for this position See A/B or Both for Specific Instructions * If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliations</i> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin-left: auto; margin-right: auto;"> <p>E-VERIFY PROGRAM EMPLOYER</p> </div> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • 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).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>This position reporting to the Director, will oversee all phases of the department's financial administration, including budgetary, expenditure control, financial planning and program evaluations. To be responsible for the proper receipt and disbursement of funds and to ensure that these funds are used for the purposes for which they are allotted. Responsible for the preparation of an annual fiscal plan. To interface with state and federal funding sources to ensure that all eligible resources are made available to the department, and to be responsible for the preparation of cash estimates and reports of expenditures made. To be responsible for revisions of cost allocation plans to meet changing federal regulations; to supervise preparation of the Federal Indirect Cost Proposal; to be responsible for responses to audits and to provide direction in the creation of financial systems and procedures. To do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Possession of a least a Master's Degree from a college of recognized standing with specialization in Accounting, Business Administration, Public Administration; or preferably, certification as a Certified Public Accountant; and Experience: Considerable employment in a highly responsible administrative position involving significant responsibility for governmental financial management. Experience with Oracle financial systems is desirable. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>RIDOT/DEM Human Resources Service Center Telephone #: <u>222-2572</u> Two Capitol Hill, Room 214 TTY/TDD #: <u>222-4971</u> Providence, RI 02903-1124 (Telecommunication Device for the Deaf)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

Associate Director Financial Management

(144) \$91,363 - \$104,036

The RIDOT is currently recruiting for a Chief Financial Officer. This position, reporting to the Director, will oversee all phases of the department's financial administration, including budgetary, expenditure control, financial planning and program evaluation. Also, responsible for the proper receipt and disbursement of funds and to ensure that these funds are used for the purposes for which they are allotted. Responsible for the preparation of an annual fiscal plan; interface with state and federal funding sources to ensure that all eligible resources are made available to the department, and to be responsible for the preparation of cash estimates and reports of expenditures made. Responsible for revisions of cost allocation plans to meet changing federal regulations; to supervise preparation of the Federal Indirect Cost Proposal, for responses to audits and to provide direction in the creation of financial systems and procedures. To do related work as required.

Required qualifications for appointment must include:

EDUCATION: Possession of at least a Master's Degree from a college of recognized standing with specialization in Accounting, Business Administration, or Finance; or preferably, certification as a Certified Public Accountant; and

EXPERIENCE: Considerable employment in a highly responsible administrative position involving significant responsibility for governmental financial management. Experience with Oracle financial systems is desirable.

Or, any combination of education and experience that shall be substantially equivalent.

Letters of interest with resume or a State application form CS-14 (Reference File # 10838) should be submitted to:

RIDOT/DEM Human Resources Service Center

Two Capitol Hill, Room 214

Providence, Rhode Island 02903-1124

Phone (401) 222-2572; TDD (401) 222-4971

Application period closes November 27, 2009. Any individual with a disability who requires assistance to effectively participate in the application process should contact RIDOT at the above number prior to the close of the application period.

An Equal Opportunity/Diversity/E-Verify Employer