

Rhode Island Commerce Corporation

Position Title: **Chief Financial Officer (CFO)**

Statement of Duties

Incumbent in the position provides administrative, professional and supervisory work in administering the accounting system and financial functions of the Commerce Corporation and other associated agencies.

Essential Functions

- Develops and prepares the corporation's budget.
- Develops and implements the corporation's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting internal controls; ensures that no claim of payable against the corporation is fraudulent, unlawful, or excessive in accordance with applicable laws and regulations.
- Prepares regular reports to monitor all financial activity with the corporation's funds; ensures that all funds are reconciled on a monthly basis. Prepares monthly and year-end financial reports to include balance sheet and revenue/expense statements for the audit process.
- Serves as Commerce Corporation representative, or technical liaison, to relevant boards and committees on a local and state-wide basis providing input and soliciting information and feedback regarding the financial operation of the Commerce Corporation.
- Works with congressional and legislative delegations to provide information; makes presentations to Commerce Corporations Board and external groups involved in the financial operations of the Corporation.
- Coordinates with the Executive Director, the implementation and review of financial documents related to private development projects.
- Oversees the investment and management of Corporation funds and related agencies.
- Oversees and monitors the procurement and expenditure of funds processes.
- Testifies before boards and legislative committees as required.
- Manages and directs management team of Business Services, Business Development & Financial Services. Responsible for the overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance;

rewarding and disciplining employees; addressing complaints and resolving problems