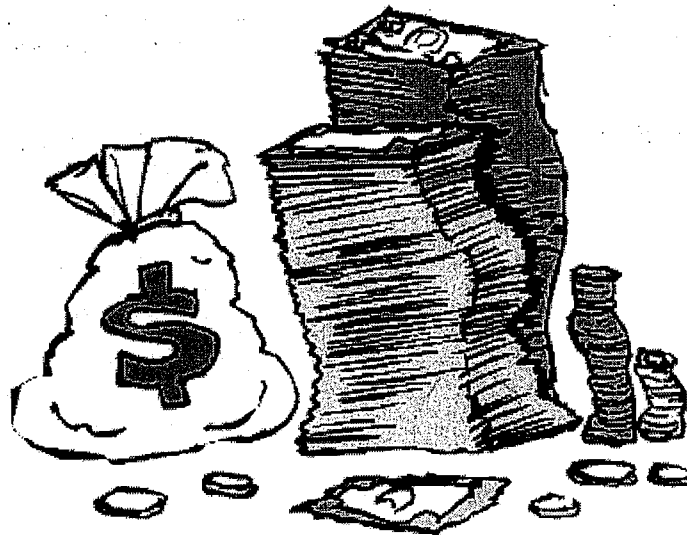


***Organization & Staffing
in
Municipal Finance Offices
in
Rhode Island***



Office of Local Government Assistance

***Rhode Island Department of Revenue
One Capitol Hill
Providence, Rhode Island 02908-5873***

December 2009

***Organization & Staffing
in
Municipal Finance Offices
In
Rhode Island***

Prepared by:

***Joseph E. Coduri
Supervisor***

and

***Susan D. Moss
Sr. Information & Public Relations Specialist***

December 2009

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INTRODUCTION

The Office of Local Government Assistance is pleased to enclose the results of its recent survey of **Organization & Staffing in Municipal Finance Offices in Rhode Island**. The scope of the survey included the assessing, tax collecting, purchasing and treasury functions within the municipal finance office.

With more than 525 employees in 234 different job classifications, municipal finance personnel represent a significant sector of the city and town hall workforce throughout Rhode Island's 39 municipalities.

Municipal finance departments in Rhode Island's local governments are managed by either a Director of Finance or a Town Treasurer. Currently 4 of Rhode Island's 31 towns have elected town treasurer positions – Exeter, Little Compton, Scituate, and Tiverton. In all other towns and in the State's 8 cities, the Director of Finance or the Town Treasurer is an appointed official. Since this survey was first conducted in 2001, two towns (Hopkinton & Richmond) have eliminated the **elected** town treasurer position. The chief financial officer in these 2 towns is now **appointed**.

Responsibility for the assessing function rests with a single appointed Tax Assessor in most Rhode Island municipalities. Only 2 towns – Little Compton, and New Shoreham operate with a 3-member elected Board of Tax Assessors.

Responsibility for the purchasing function varies depending on the size of the municipality. The larger communities have a purchasing department or division headed by a purchasing agent. In other communities, this responsibility is assumed by either the municipal chief executive or the finance director. In 2 communities, the city or town clerk serves as the purchasing agent.

This information will provide a foundation upon which valid comparisons can be made in terms of responsibilities and salaries from one municipality to another.

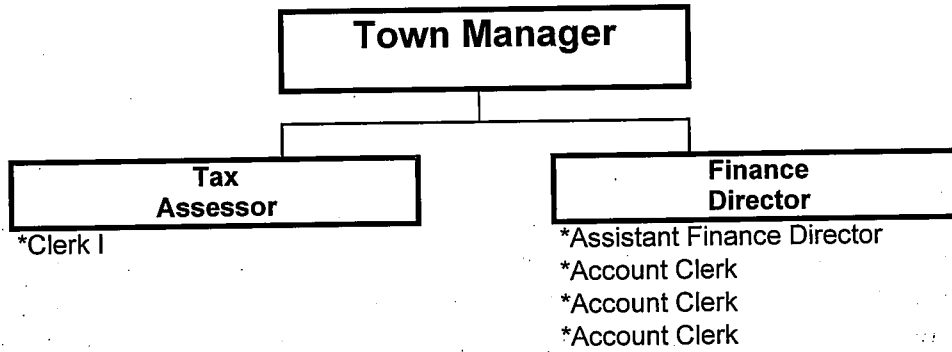
Joseph E. Coduri, Supervisor
Local Government Assistance
December 2009

Acknowledgements

The following city and town officials provided the necessary information to make this survey report possible:

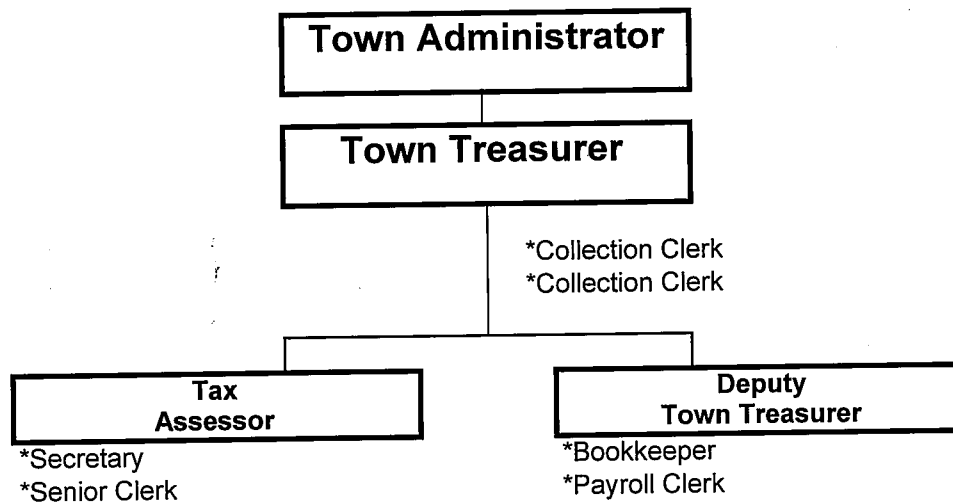
Barrington:	<i>Dean Huff, Jr., Finance Director</i>
Bristol:	<i>John Day, Town Treasurer</i>
Burrillville:	<i>John Mainville, Finance Director</i>
Central Falls:	<i>Azim Mazagonwalla, Finance Director</i>
Charlestown:	<i>Patricia Anderson, Town Treasurer</i>
Coventry:	<i>Warren West, Finance Director</i>
Cranston:	<i>Michael Igoe, City Controller</i>
Cumberland:	<i>Thomas Bruce, III, Finance Director</i>
East Greenwich:	<i>Kathleen Raposa, Finance Director</i>
East Providence:	<i>James McDonald, Finance Director</i>
Exeter:	<i>Cheryl Fernstrom, Town Clerk</i>
Foster:	<i>Kelli Russ, Town Treasurer</i>
Gloicester:	<i>Thomas Mainville, Finance Director</i>
Hopkinton:	<i>Laura Kenyon, Finance Director</i>
Jamestown:	<i>Christina Collins, Finance Director</i>
Johnston:	<i>Joseph Chiodo, Finance Director</i>
Lincoln:	<i>John Ward, Finance Director</i>
Little Compton:	<i>Mary-Jane Harrington, Town Treasurer</i>
Middletown:	<i>Lynne Dible, Finance Director</i>
Narragansett:	<i>Robert Uyttebroek, Finance Director</i>
New Shoreham:	<i>Amy Land, Finance Director</i>
Newport:	<i>Laura Sitrin, Finance Director</i>
North Kingstown:	<i>Patricia Sunderland, Finance Director</i>
North Providence:	<i>Maria Vallee, Finance Director</i>
North Smithfield:	<i>Cheryl Ficarra, Finance Director</i>
Pawtucket:	<i>Jeannine Bourski, Deputy Finance Director</i>
Portsmouth:	<i>David Faucher, Finance Director</i>
Providence:	<i>Matt Clarkin, Deputy Finance Director</i>
Richmond:	<i>David Krugman, Finance Director</i>
Scituate:	<i>Karen Beattie, Deputy Town Treasurer</i>
Smithfield:	<i>Randy Rossi, Finance Director</i>
South Kingstown:	<i>Alan Lord, Finance Director</i>
Tiverton:	<i>Susan Conboy, Assistant Town Treasurer</i>
Warren:	<i>Cheryl Silva, Town Treasurer</i>
Warwick:	<i>Diane Brennan, Financial Analyst</i>
West Greenwich:	<i>Colleen Derjue, Town Treasurer</i>
West Warwick:	<i>Malcolm Moore, Finance Director</i>
Westerly:	<i>Etsuko Zuczek, Finance Director</i>
Woonsocket:	<i>Ted Przybyla, Finance Director</i>

Barrington



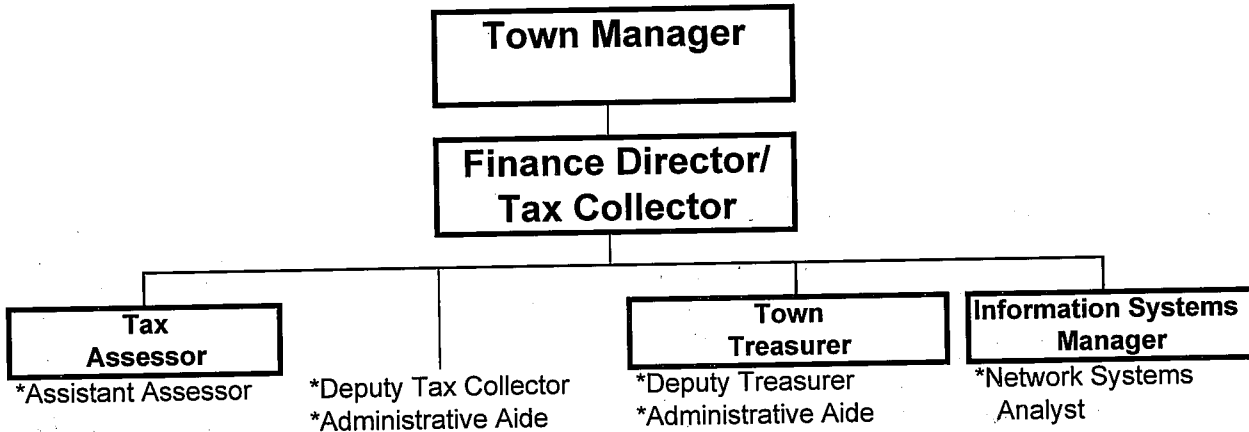
~Finance Director acts as tax collector.

Bristol



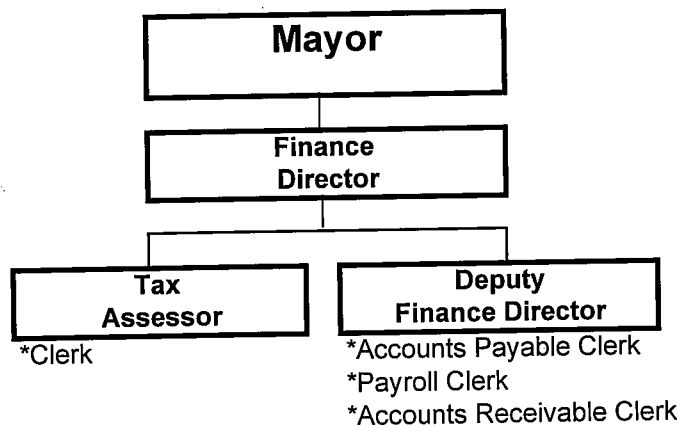
~Town treasurer is the head of the department of finance.
~Town treasurer serves as the tax collector.

Burrillville



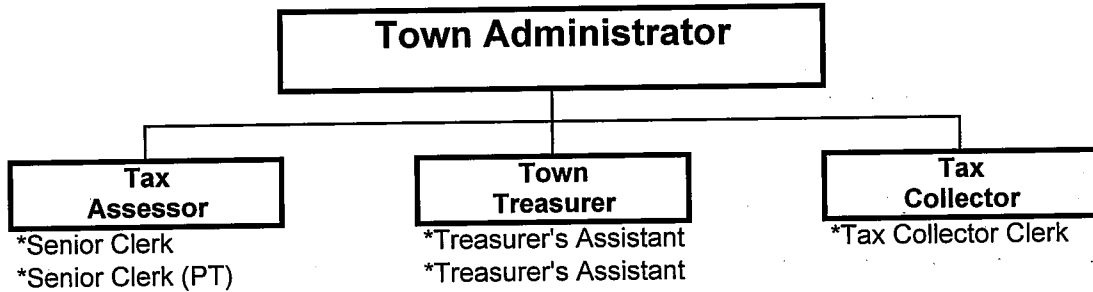
- ~Director of finance or the town manager may serve as town treasurer.
 - ~Director of finance or town manager may serve as purchasing agent.
 - ~Town manager may serve as director of finance.
-

Central Falls



- ~City clerk serves as purchasing agent.
- ~Director of finance is *ex officio* city treasurer and tax collector.

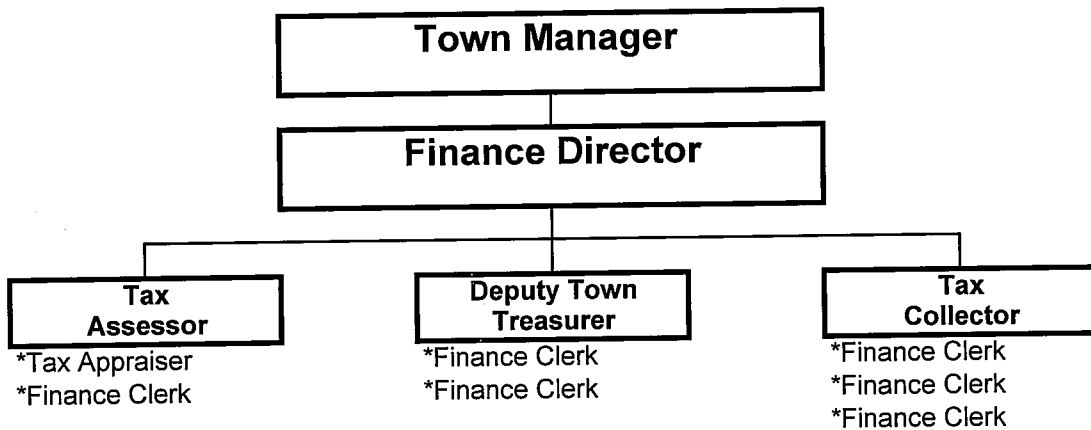
Charlestown



~Town administrator serves as purchasing agent.

~Department of finance shall be headed by the town administrator or a person recommended by the administrator and appointed by the town council.

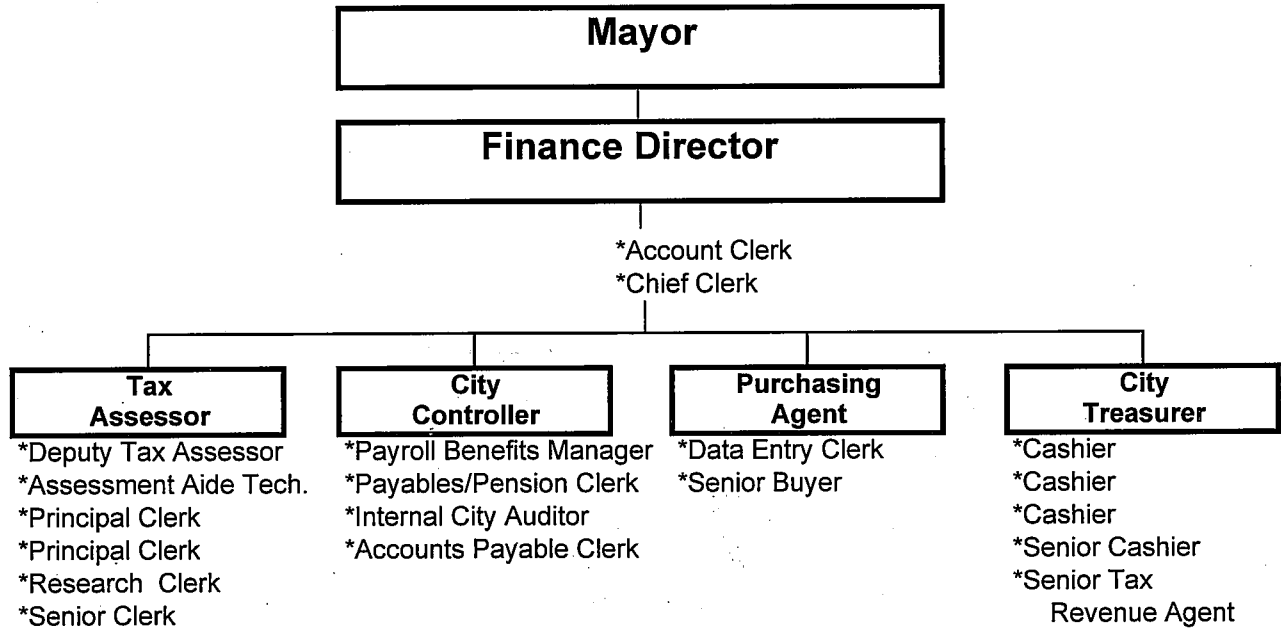
Coventry



~Director of finance may serve as the town treasurer, the purchasing agent and/or the the tax collector.

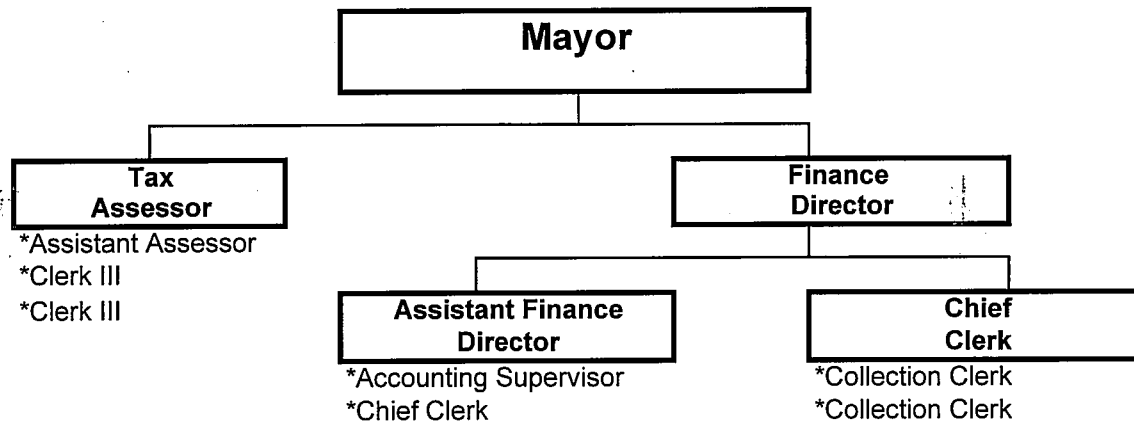
~Town treasurer may serve as tax collector.

Cranston



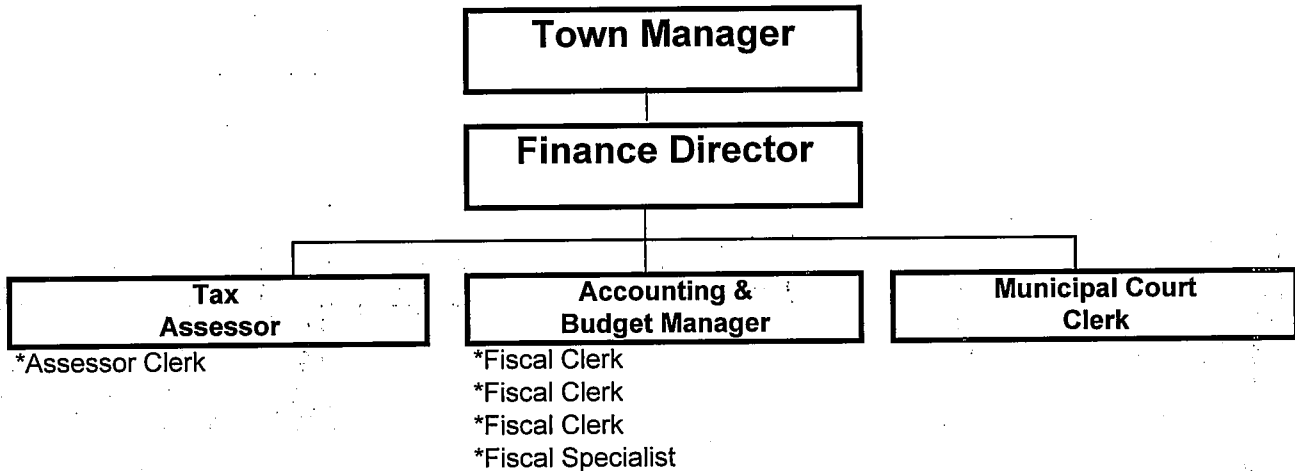
~City treasurer serves as tax collector.

Cumberland



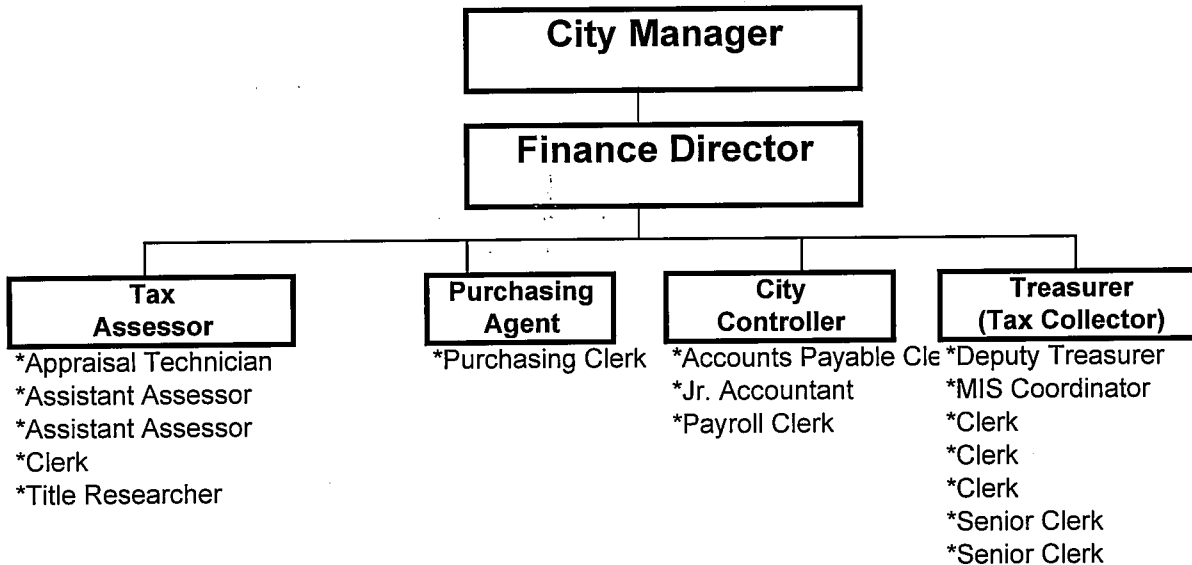
~Finance director serves as town treasurer, tax collector, and town controller.

East Greenwich

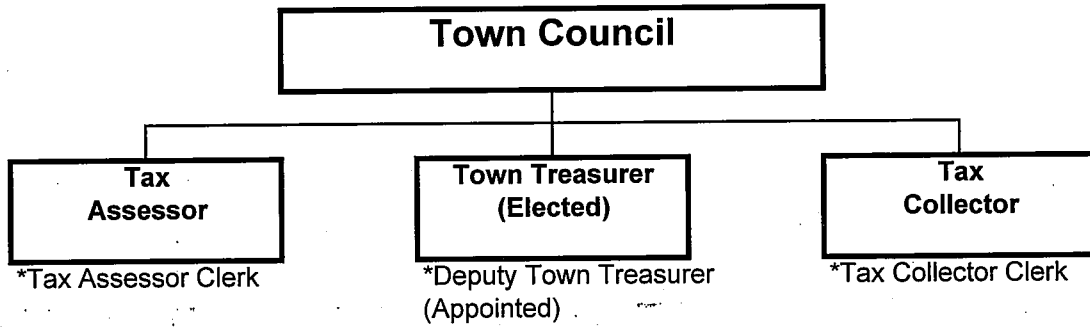


~Finance director may serve as town treasurer, tax collector or tax assessor.
 ~Tax collector may serve as town treasurer.

East Providence

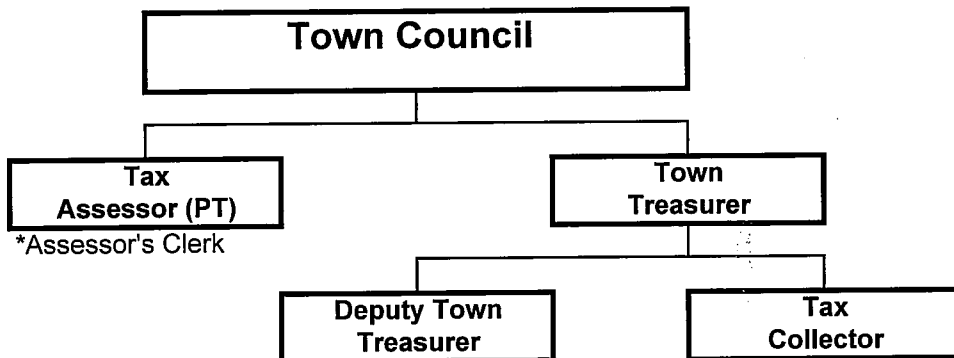


Exeter

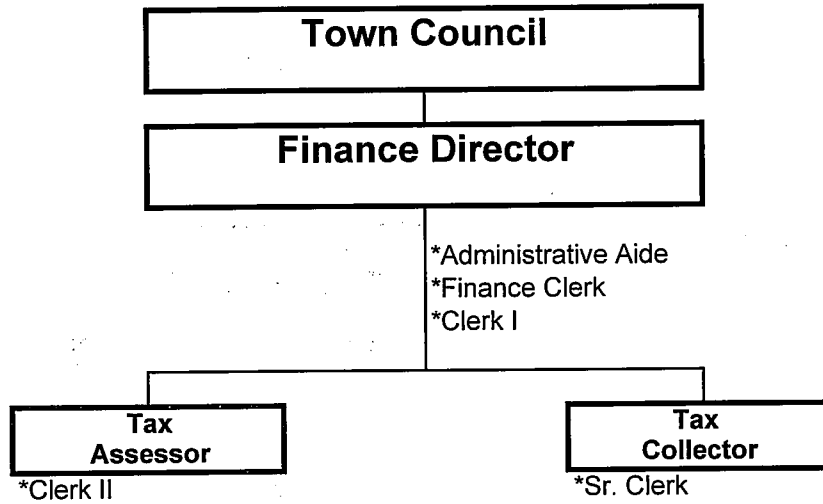


~Town clerk shall serve as the purchasing officer.

Foster

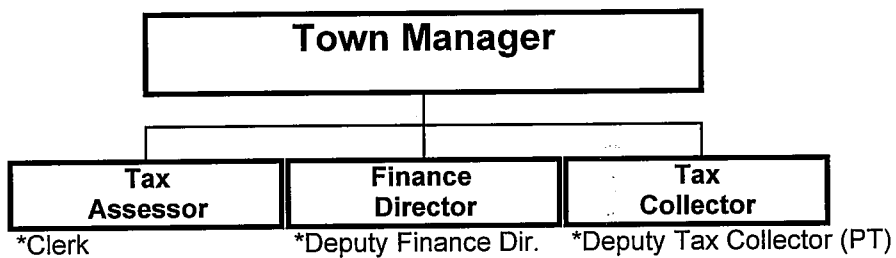


Glocester



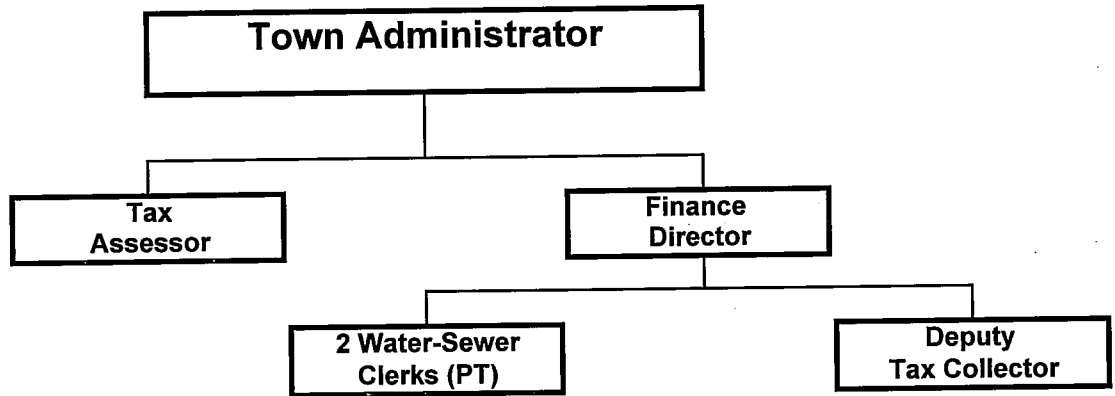
~Director of finance shall function as the town treasurer.

Hopkinton



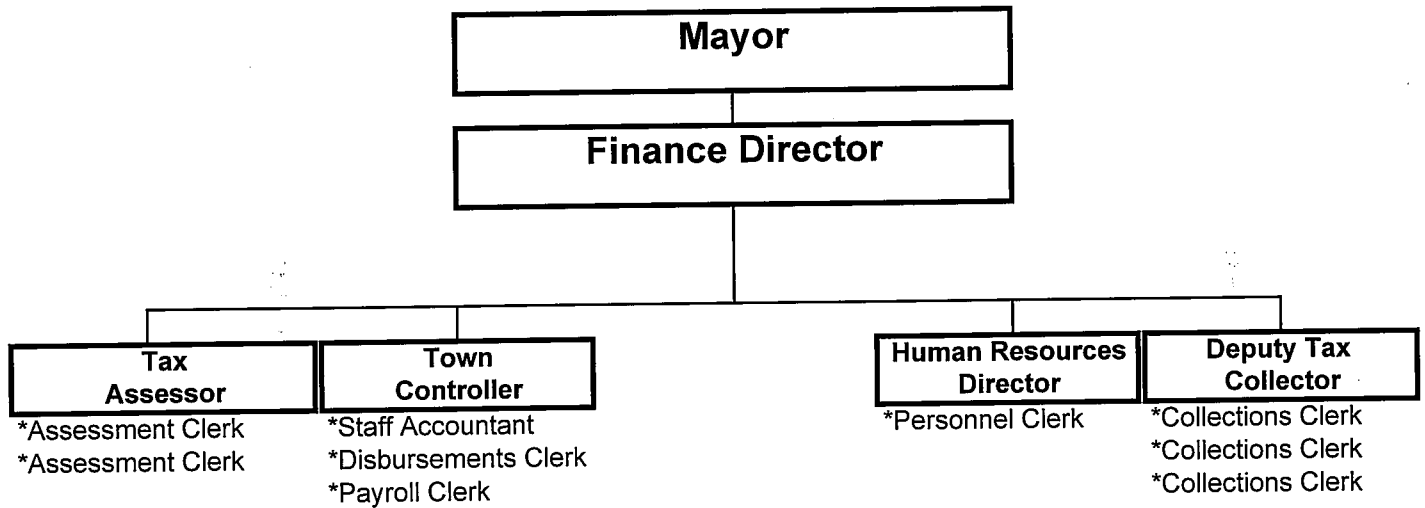
~Town manager may serve as purchasing agent.

Jamestown



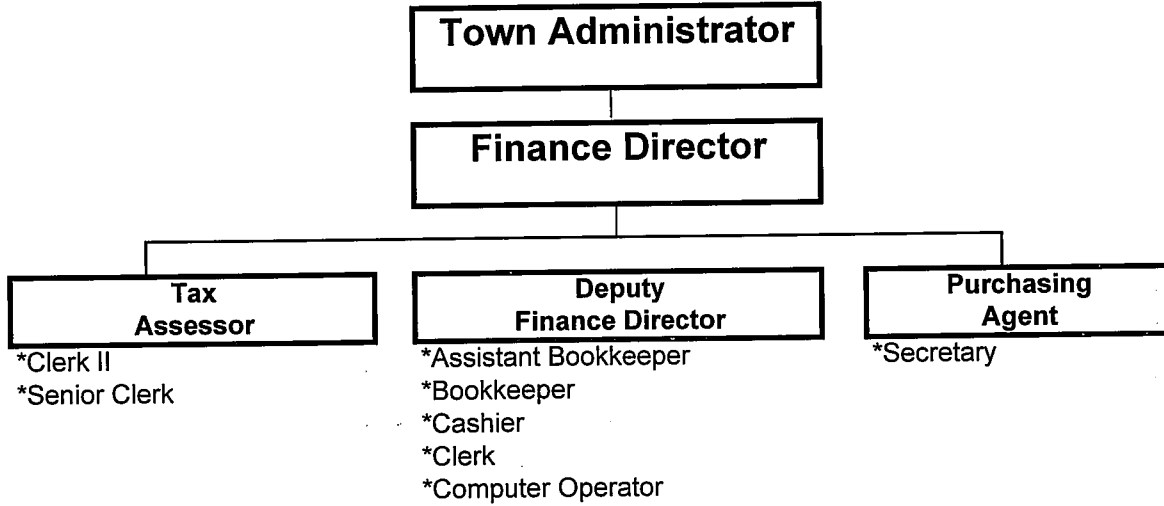
~Finance director shall act as town treasurer, town tax collector and town purchasing agent.

Johnston



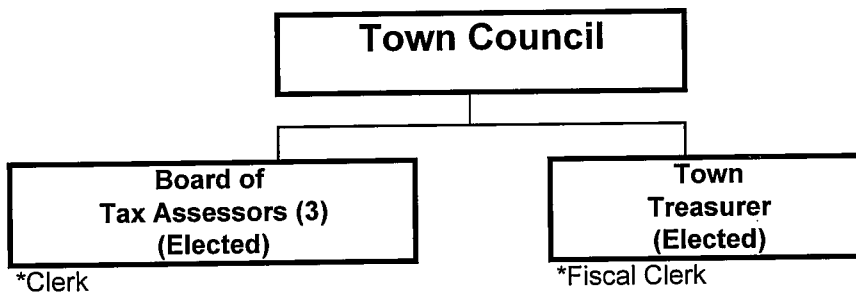
~Director of finance acts as the town treasurer, the tax collector, purchasing agent and the town auditor.

Lincoln



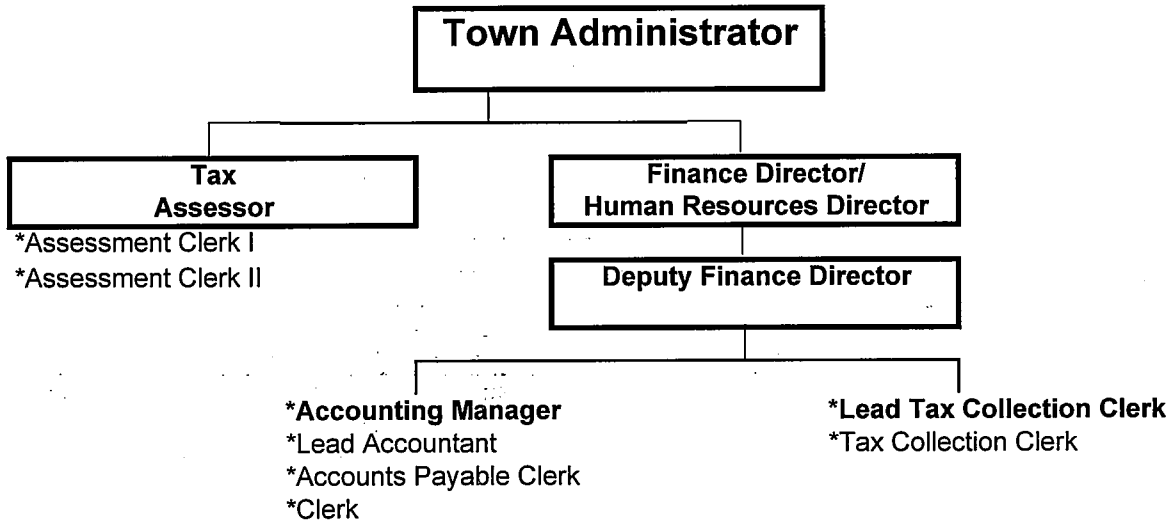
~Director of finance acts as the town treasurer, the tax collector, and the town auditor.

Little Compton



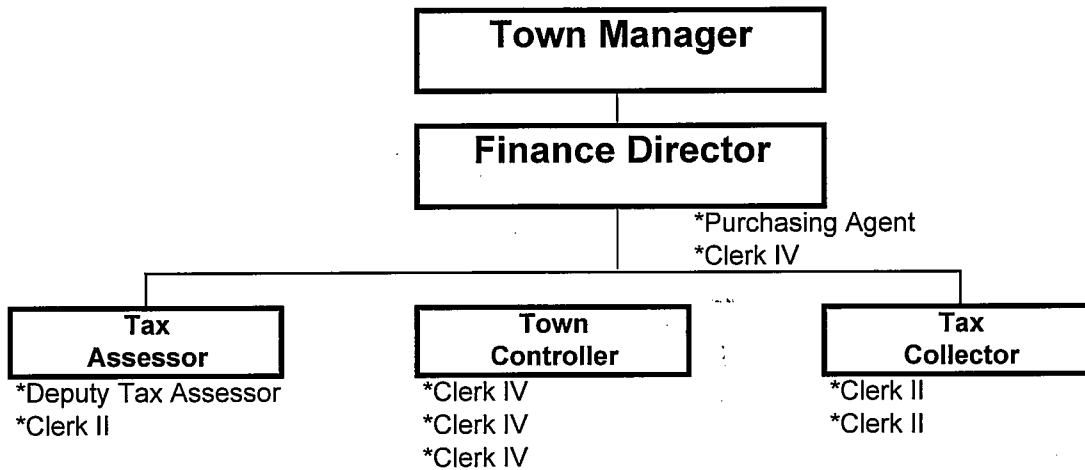
~Town treasurer also serves as town tax collector.

Middletown



~Finance director acts as town treasurer, tax collector and purchasing agent.

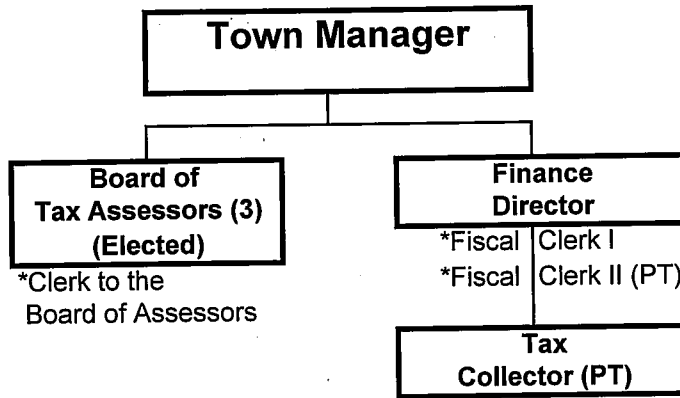
Narragansett



~Finance director may serve as tax collector, tax assessor, and purchasing agent.

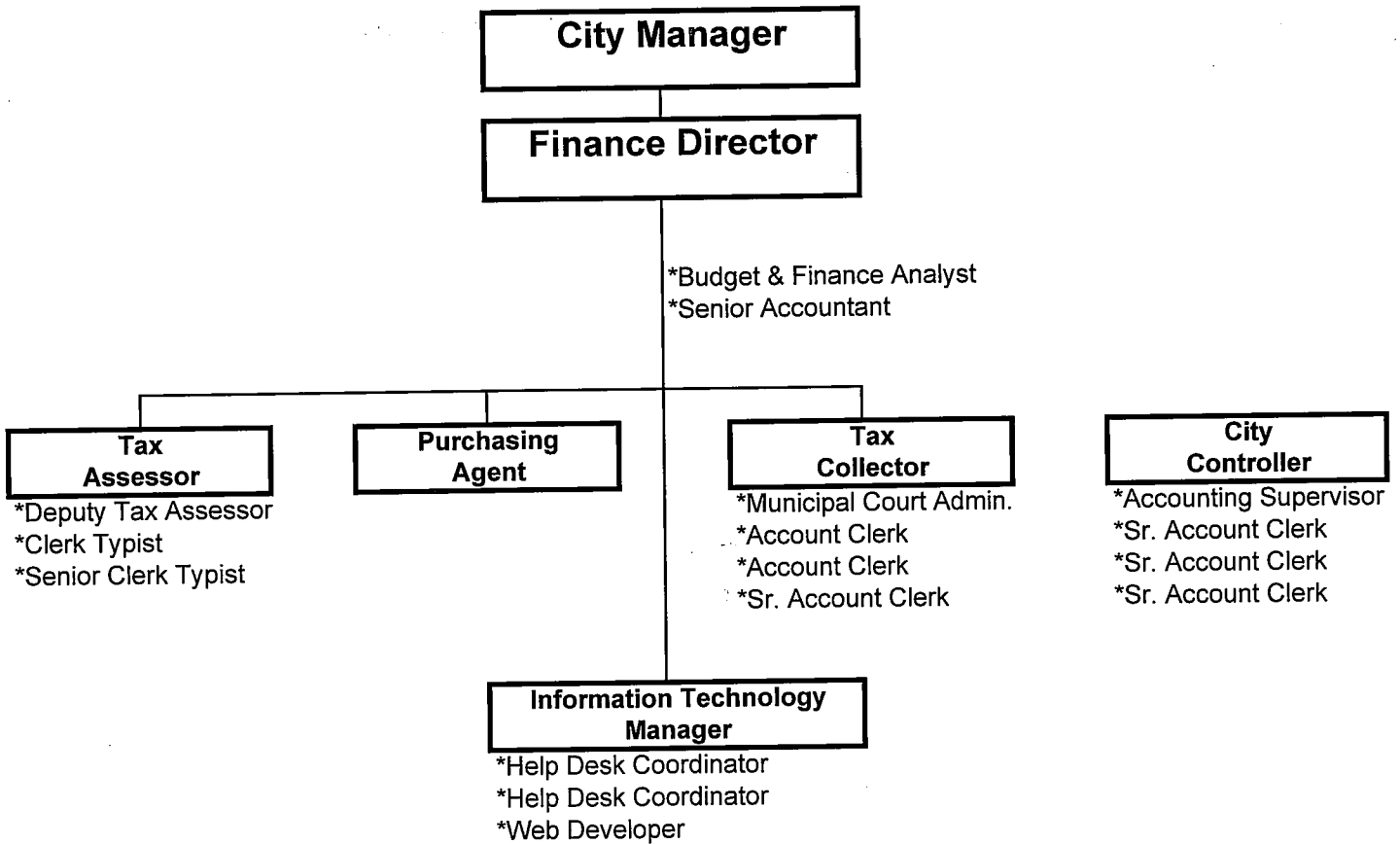
~Finance director shall be the town treasurer.

New Shoreham

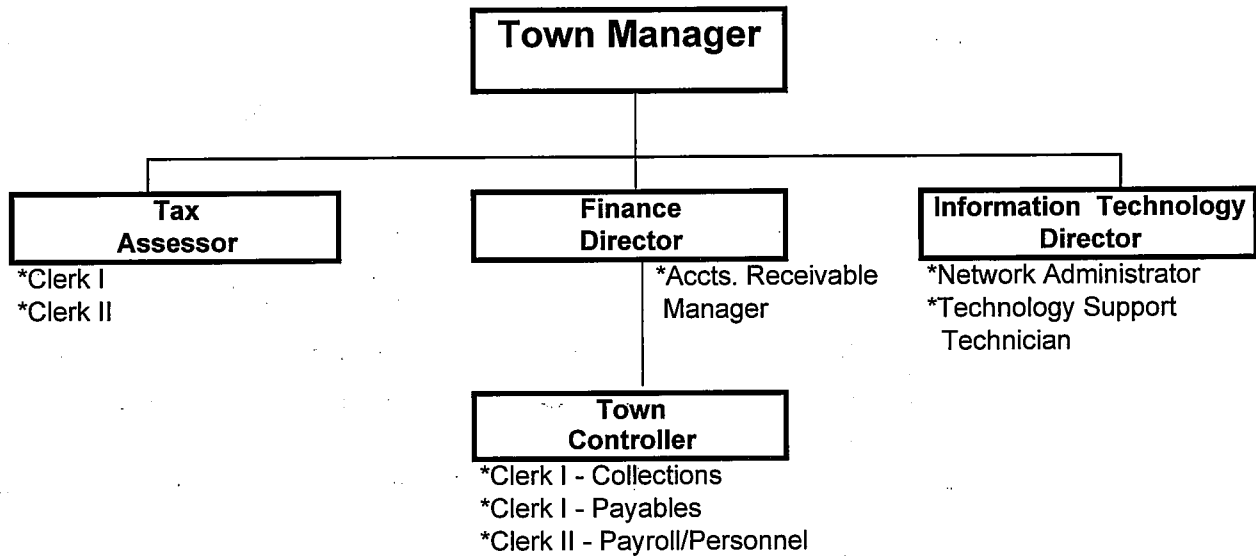


~Finance director may serve as town treasurer and tax collector.

Newport

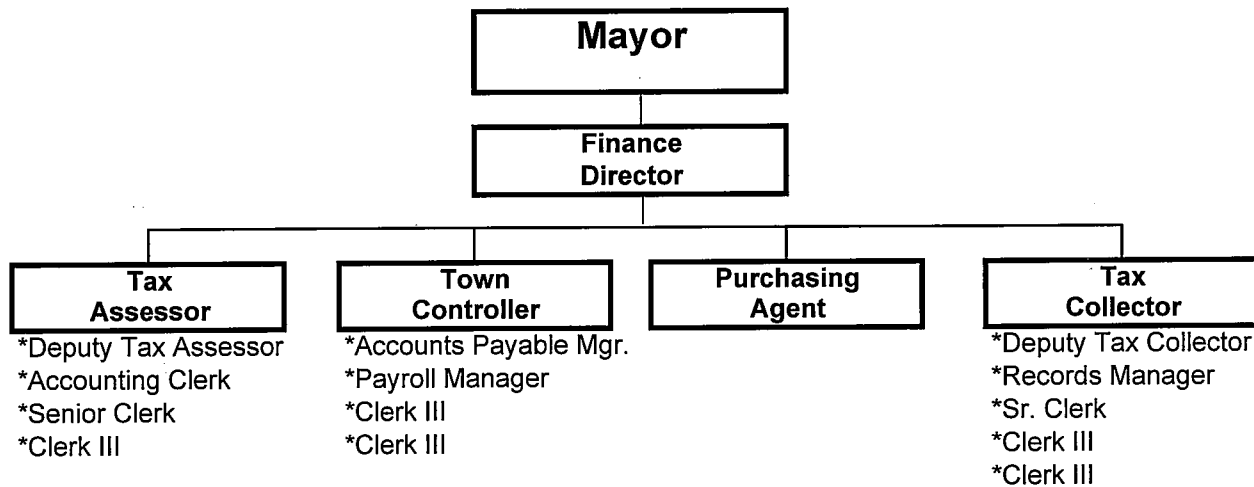


North Kingstown



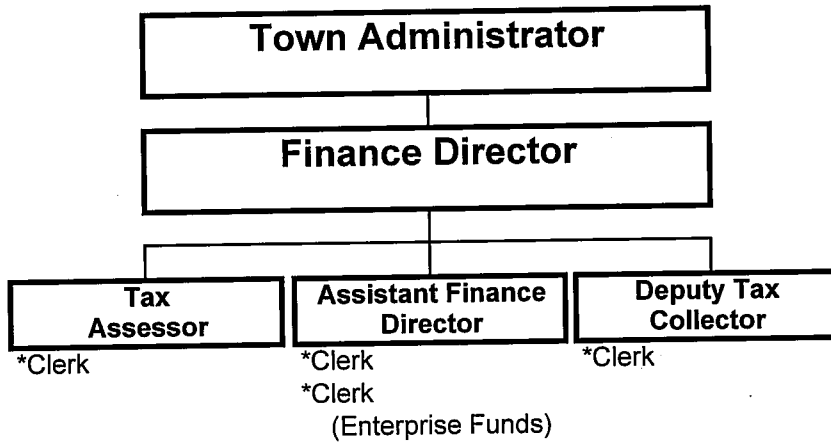
~Town treasurer serves as director of finance.

North Providence



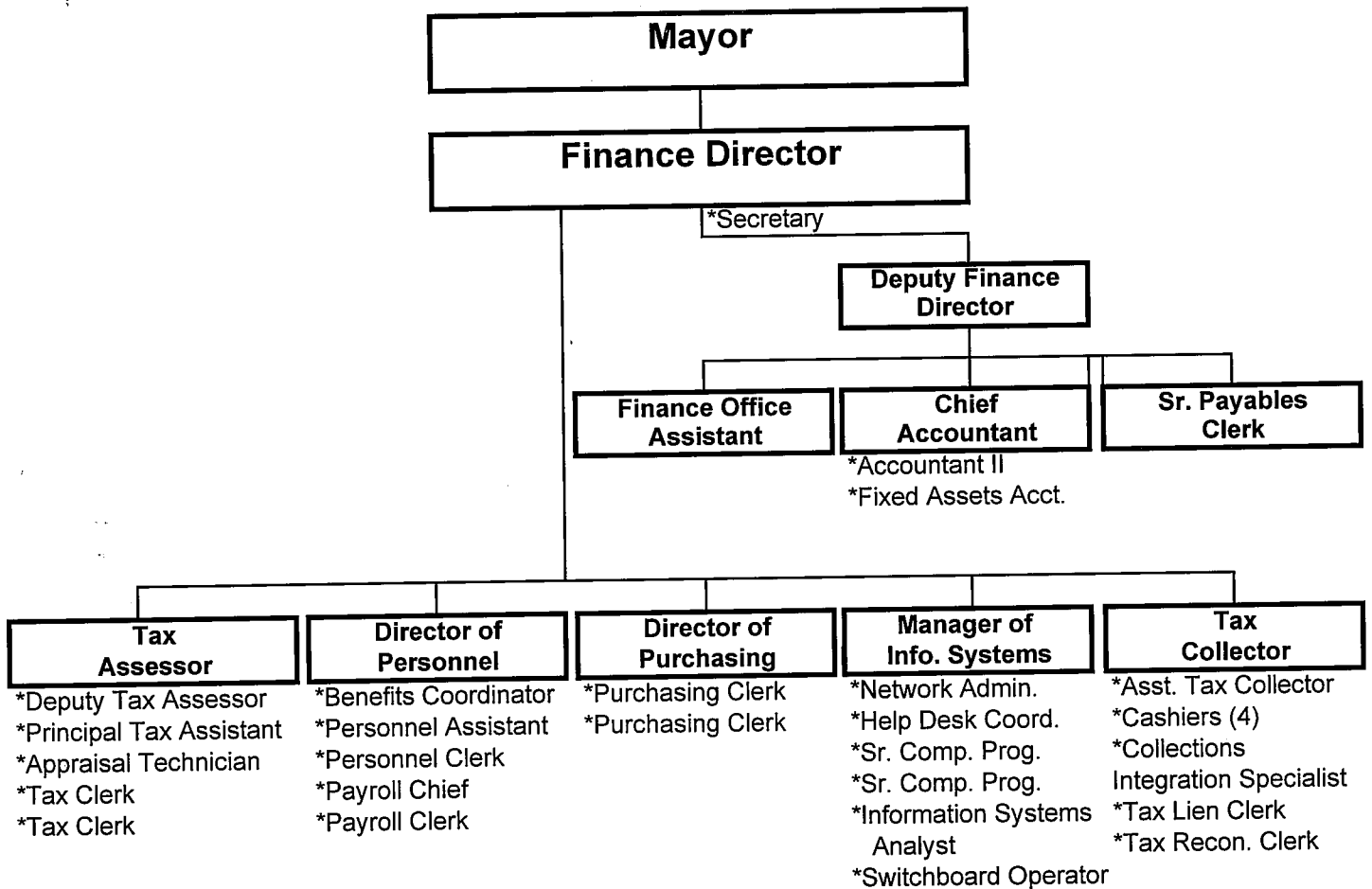
~Director of finance shall also be the town treasurer, and serve as the chief of the treasury division.

North Smithfield



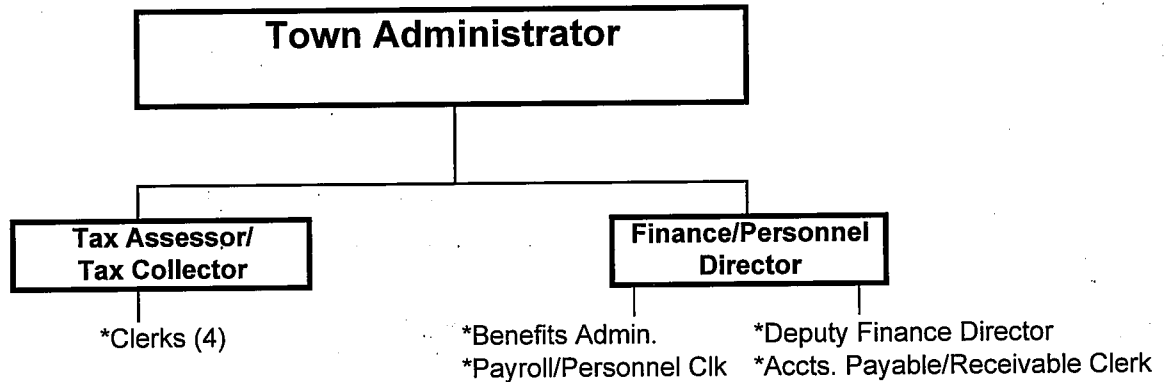
~Director of finance serves as town treasurer, tax collector and town auditor.

Pawtucket



~Finance director is *ex officio* the city treasurer and tax collector.

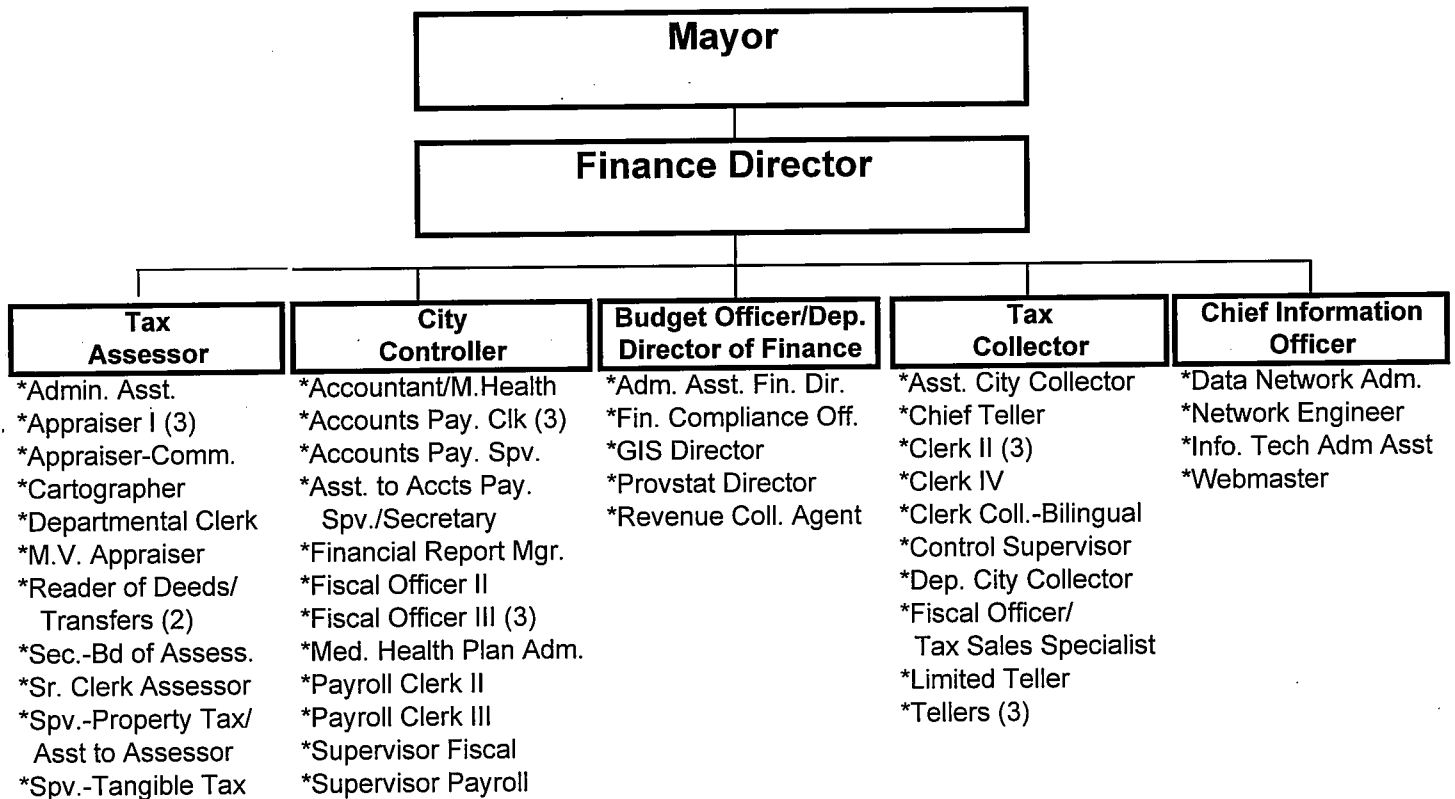
Portsmouth



~Tax assessor services as tax collector.

~Finance director acts as town treasurer and director of grants.

Providence



- *Admin. Asst.
- *Appraiser I (3)
- *Appraiser-Comm.
- *Cartographer
- *Departmental Clerk
- *M.V. Appraiser
- *Reader of Deeds/
Transfers (2)
- *Sec.-Bd of Assess.
- *Sr. Clerk Assessor
- *Spv.-Property Tax/
Asst to Assessor
- *Spv.-Tangible Tax

- *Accountant/M.Health
- *Accounts Pay. Clk (3)
- *Accounts Pay. Spv.
- *Asst. to Accts Pay.
Spv./Secretary
- *Financial Report Mgr.
- *Fiscal Officer II
- *Fiscal Officer III (3)
- *Med. Health Plan Adm.
- *Payroll Clerk II
- *Payroll Clerk III
- *Supervisor Fiscal
- *Supervisor Payroll

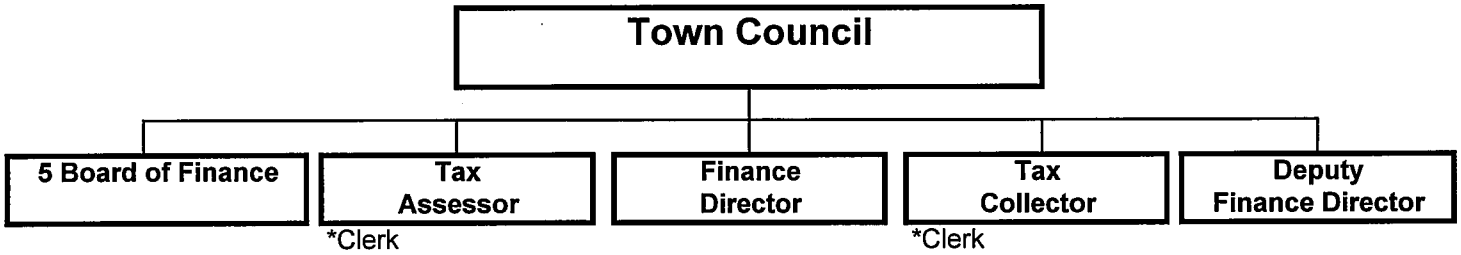
- *Adm. Asst. Fin. Dir.
- *Fin. Compliance Off.
- *GIS Director
- *Provstat Director
- *Revenue Coll. Agent

- *Asst. City Collector
- *Chief Teller
- *Clerk II (3)
- *Clerk IV
- *Clerk Coll.-Bilingual
- *Control Supervisor
- *Dep. City Collector
- *Fiscal Officer/
Tax Sales Specialist
- *Limited Teller
- *Tellers (3)

- *Data Network Adm.
- *Network Engineer
- *Info. Tech Adm Asst
- *Webmaster

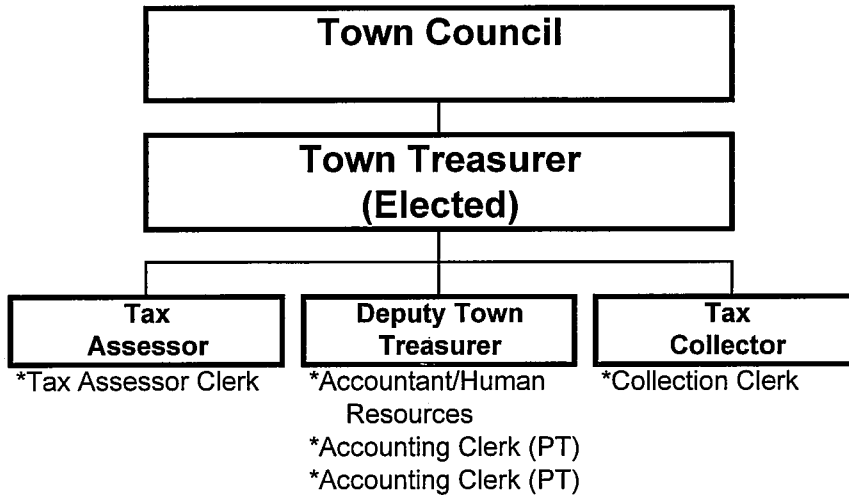
~Budget officer serves as deputy finance director.

Richmond

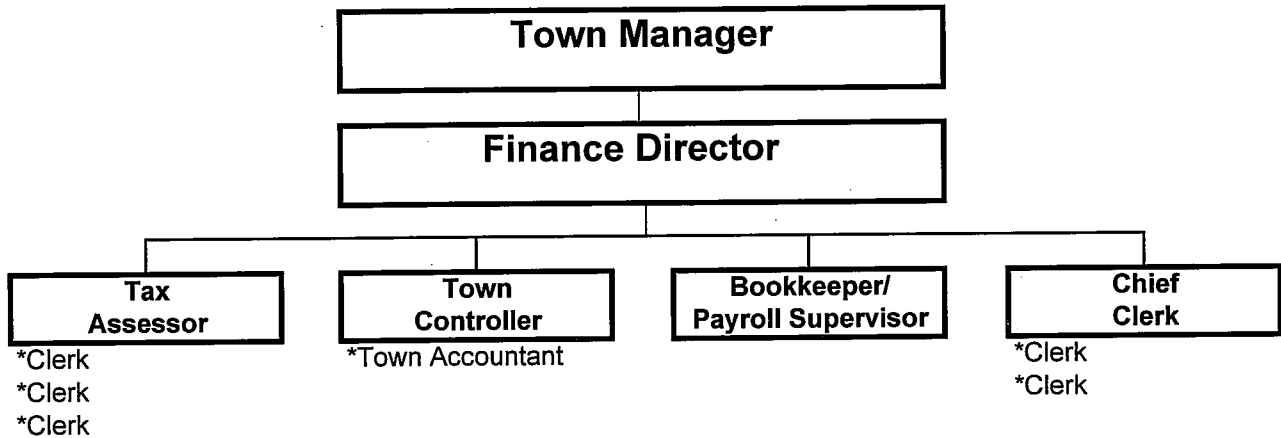


- ~Town administrator acts as the purchasing agent.
- ~Finance director performs the duties of the treasurer.
- ~Town administrator and finance director are ex officio members of the board of finance.

Scituate

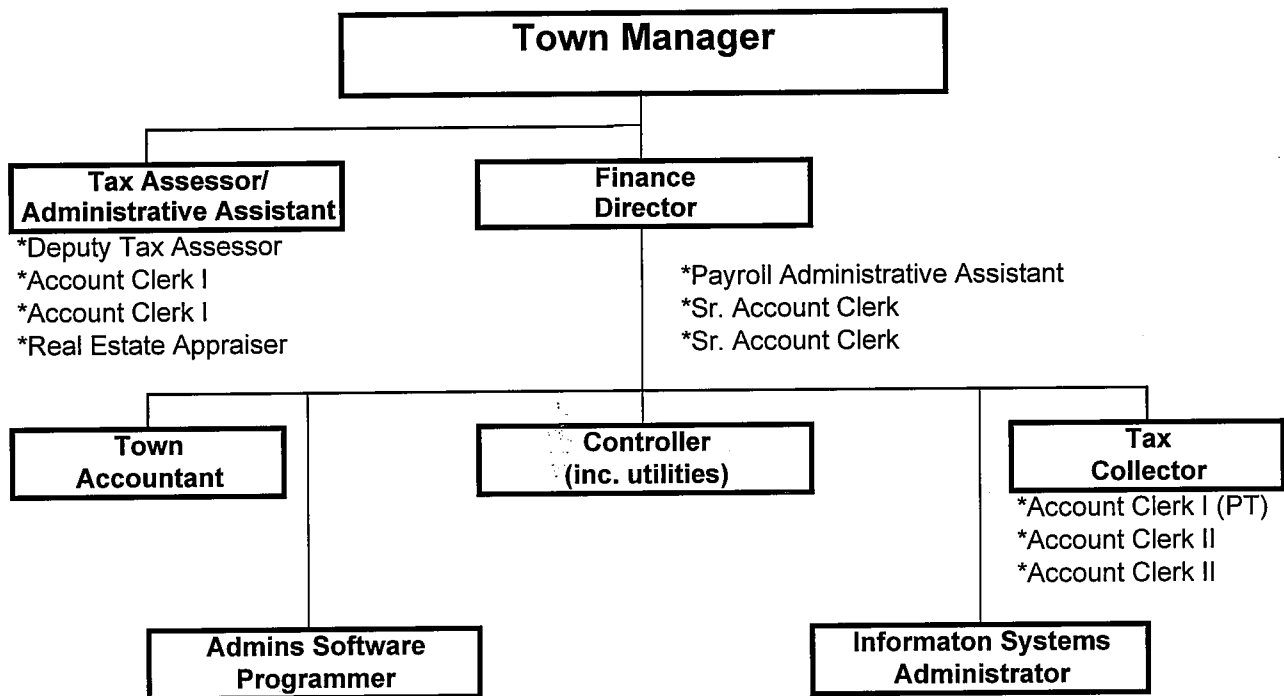


Smithfield



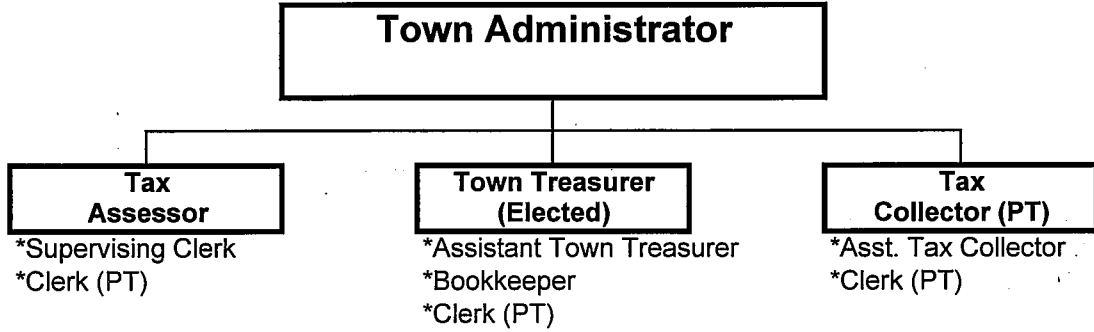
~Finance director acts as town treasurer and tax collector.

South Kingtown

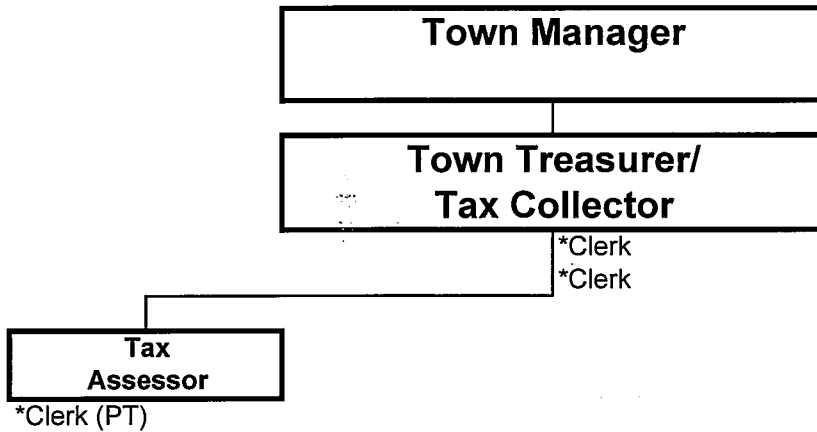


~Director of finance acts as town treasurer.

Tiverton

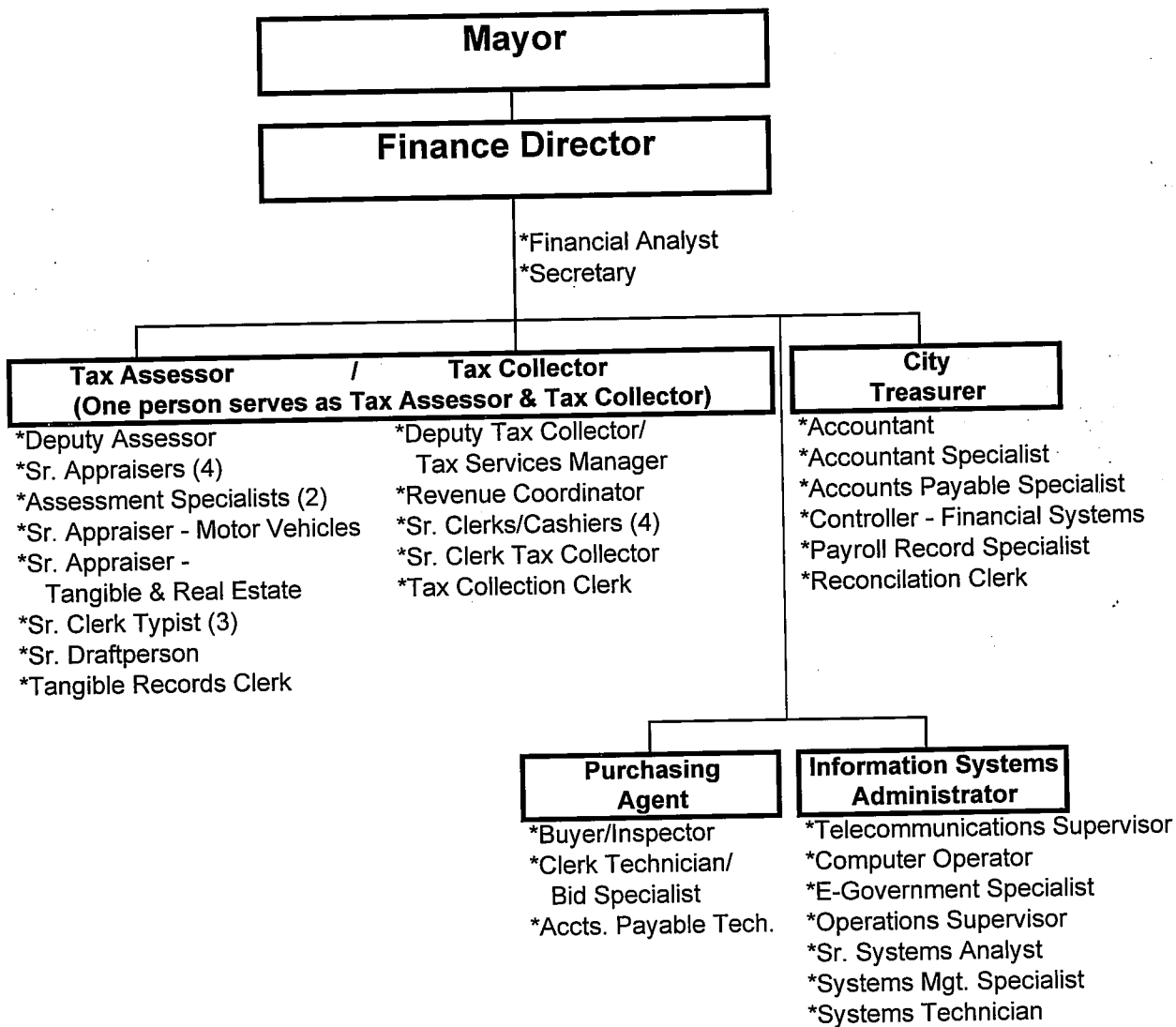


Warren

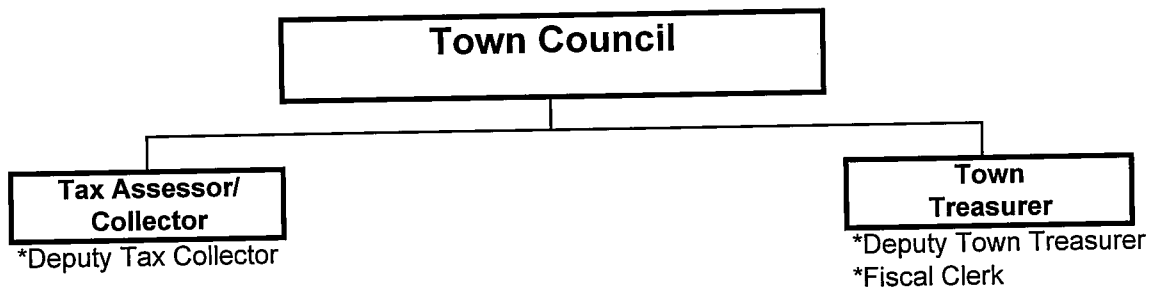


- ~Treasurer/tax collector is the director of the department of finance.
- ~Town manager acts as purchasing agent.

Warwick

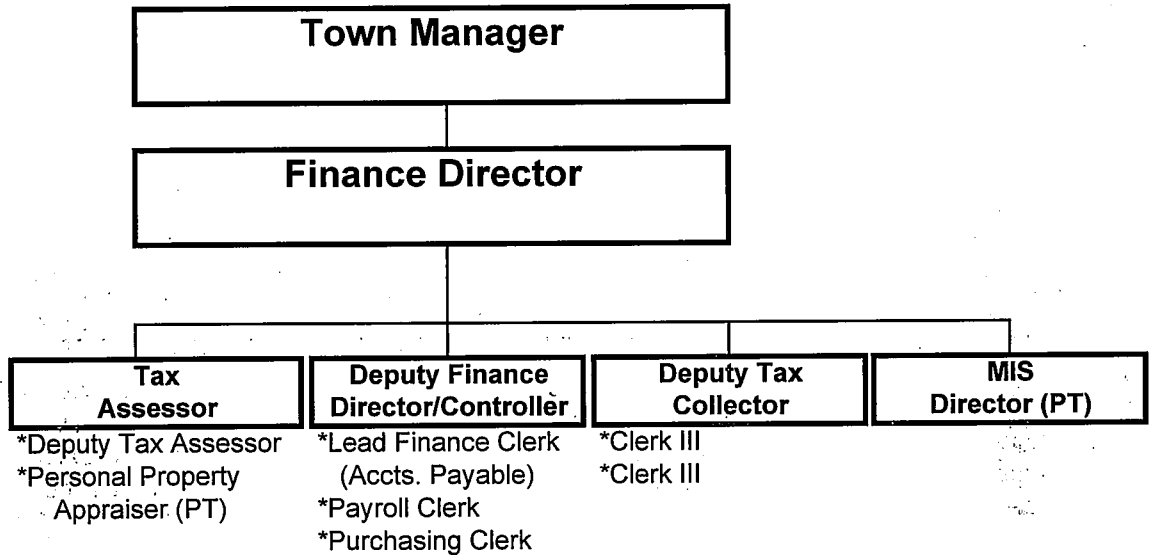


West Greenwich

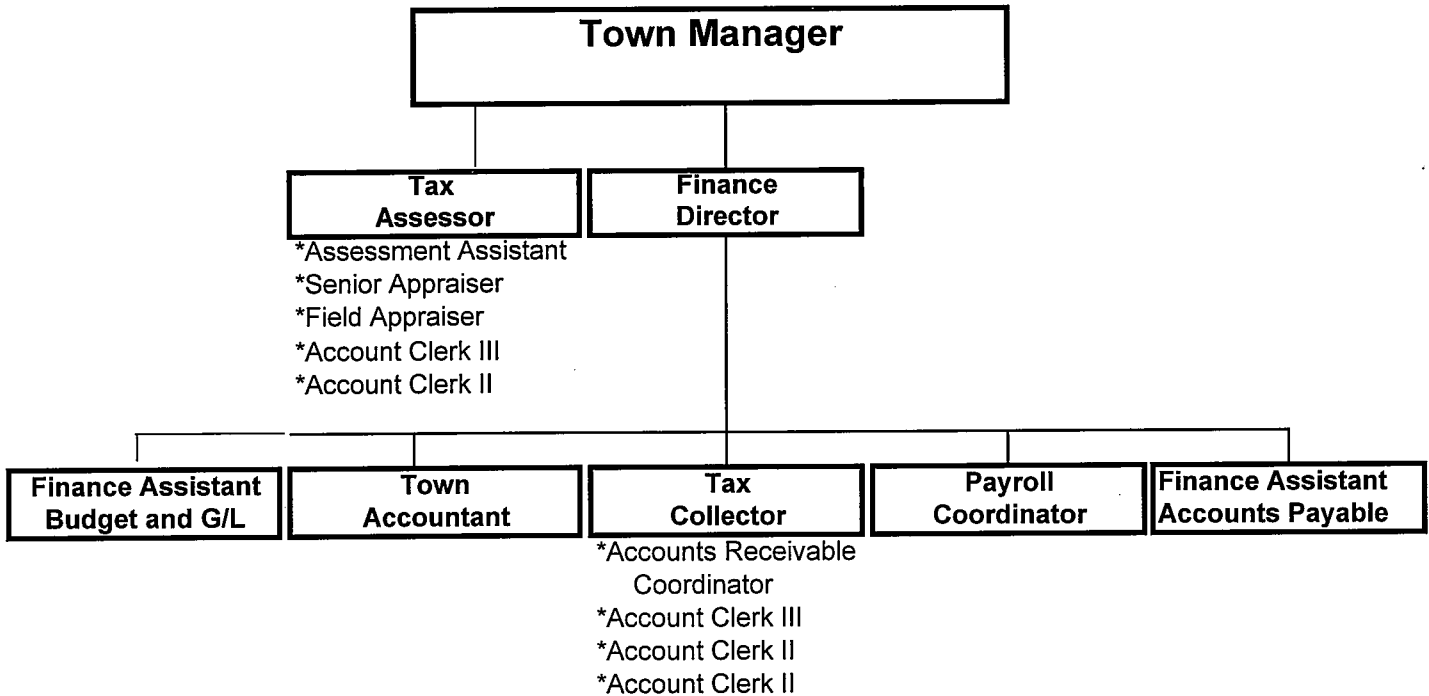


~Town administrator acts as purchasing agent.
 ~Tax assessor serves as tax collector.

West Warwick

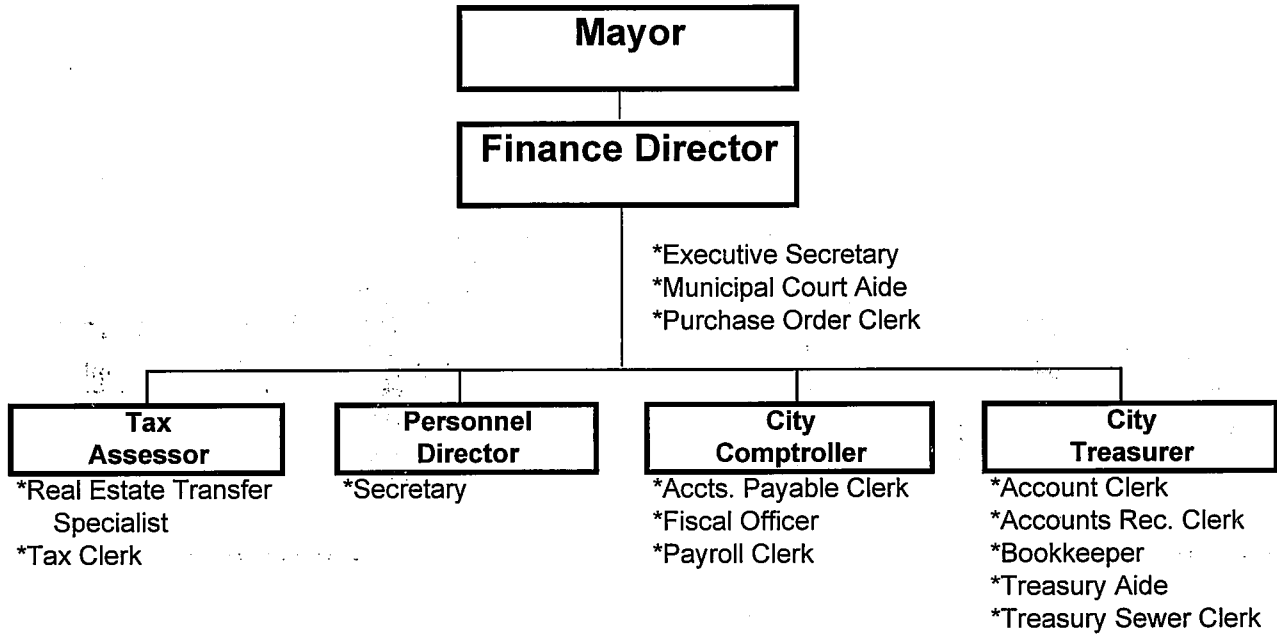


Westerly



~Director of finance serves as town treasurer and may serve as tax collector

Woonsocket



~City treasurer serves as tax collector.

Positions by City & Town*

Providence	59
Warwick	46
Pawtucket	39
Cranston	24
Newport	22
East Providence	21
Woonsocket	19
North Providence	18
South Kingstown	17
Westerly	16
Narragansett	15
Johnston	14
Middletown	13
Lincoln	12
North Kingstown	12
West Warwick	12
Coventry	11
Cumberland	11
Richmond	11***
Smithfield	11
Burrillville	10
Portsmouth	10
Tiverton	10
Bristol	9
East Greenwich	9
Scituate	9
Charlestown	8
Glocester	8
New Shoreham	8**
North Smithfield	8
Barrington	7
Central Falls	7
Exeter	6
Hopkinton	6
Little Compton	6**
Foster	5
Jamestown	5
Warren	5
West Greenwich	5

***Includes part-time positions in some municipalities**

****Includes 3-member Board of Tax Assessors**

*****5-Member Board of Finance**

Number of Selected Positions (Statewide)*

Tax Assessors	37
Clerks	29
Finance Directors	28
Tax Collectors	17
Treasurers	15
Deputy Tax Assessors	12
Accounts Clerks	11
Clerks III	11
Deputy Finance Directors	11
Controllers	10
Deputy Tax Collectors	10
Payroll Clerks	10
Deputy Town Treasurers	9
MIS Directors	9
Purchasing Agents	9
Accounts Payable Clerks	8
Appraisers	8
Senior Clerks	8
Cashiers	7
Clerks II	7
Secretaries	7
Account Clerks II	6
Board of Tax Assessors	6
Collection Clerks	6
Field Clerks	6
Fiscal Officers	6
Purchasing Clerks	6
Fiscal Clerks	5
Administrative Aides	3
Clerks IV	3
Sr. Account Clerks	3

*In some instances, "assistants" and "deputies" were combined to arrive at the above totals. For a comprehensive listing of all job titles found in this survey, see pages 25-29.

Listing of All Positions in Survey

Account Clerk	Appraiser
Account Clerk I (PT)	Assessment Aide Technician
Account Clerk II	Assessment Assistant
Accountant	Assessment Clerk
Accountant II	Assessment Clerk I
Accountant/ Human Resources Director	Assessment Clerk II
Accounting & Budget Manager	Assessment Specialist
Accounting Clerk (PT)	Assessor Aide
Accounting Manager	Assistant Assessor
Accounting Specialist	Assistant Bookkeeper
Accounting Supervisor	Assistant Comptroller
Accounts Payable Clerk	Assistant Finance Director
Accounts Payable Manager	Assistant Tax Collector
Accounts Payable/Receivable Clerk	Assistant to Data Processing
Accounts Payable Specialist	Assistant to Collector
Accounts Payable Supervisor	Assistant Town Treasurer
Accounts Receivable Clerk	Associate Tax Clerk
Accounts Receivable Manager	Benefits Administrator
Accounts Receivable Supervisor	Benefits Coordinator
Administrative Aide	Board of Tax Assessors
Administrative Assistant	Bookkeeper
Admins Software Programmer	Bookkeeper/Payroll Supervisor
Appraisal Technician	Budget Analyst
	Budget Officer

Listing of All Positions in Survey

Buyer/Inspector	Clerk IV
Cartographer	Clerk – Bilingual
Cashier	Clerk/Board of Assessors
Cashier Floater	Clerk Courier
Chief Accountant	Clerk Technician/Bid Specialist
Chief Accountant/Systems Operator	Clerk Typist
Chief Cashier	Collection Clerk
Chief Clerk	Collection Clerk (PT)
Chief Information Officer	Commercial Appraiser
City Clerk	Comptroller
City Clerk Collector	Computer Operator
Clerk	Computer Operator 1
Clerk (PT)	Computer Operator 2
Clerk (Enterprise Funds)	Computer Programmer
Clerk (Payables)	Control Supervisor
Clerk I	Controller
Clerk I – Collections	Controller (Includes Utilities)
Clerk I – Payables	Data Entry Clerk
Clerk II	Data Network Administrator
Clerk II (PT)	Data Processing Assistant
Clerk II – Accounting Manager	Data Processing Coordinator
Clerk II (Accounts Payable)	Deputy Assessor
Clerk II – Assessment	Deputy City Clerk
Clerk III	Deputy Collector

Listing of All Positions in Survey

Deputy Controller	Fiscal Specialist
Deputy Finance Director	Fixed Assets/Surplus Coordinator
Deputy Finance Director/Controller	GIS Director
Deputy Finance Director/ Human Resources Director	Grants Accountant
Deputy Tax Assessor	Head Teller
Deputy Tax Collector	Health Plan Administrator
Deputy Town Treasurer	Help Desk Coordinator
Deputy Town Treasurer/Clerk	Human Resources Director
Disbursements Clerk	Information Services Director
E-Government Specialist	Information Systems Administrator
Executive Secretary	Information Systems Analyst
Expeditior/Buyer	Information Systems Manager
Field Appraiser	Information Technology Manger
Field Clerk	Integration Specialist
Finance Clerk	Internal City Auditor
Finance Director	Jr. Fixed Assets Accountant
Finance Director/Tax Collector	Lead Accountant
Financial Analyst	Lead Finance Dept. Clerk (Accounts Payable)
Financial Compliance Officer	Lead Tax Collection Clerk
Financial Report Manger	Manager of Information Systems
Fiscal Clerk	MIS Coordinator
Fiscal Clerk I (PT)	MIS Director
Fiscal Officer	Municipal Court Administrator

Listing of All Positions in Survey

Municipal Court Aide	Principal Clerk
Municipal Court Clerk	Principal Tax Assistant
Municipal Network Technician	Programmer (PT)
Network Administrator	Programmer/Analyst
Network Engineer	Purchase Order Clerk
Network Specialist	Purchasing Agent
Network System Analyst	Purchasing Clerk
Office Assistant	Purchasing Director
Office Manager	Reader Deeds
Operations Supervisor	Real Estate Appraiser
Payables Pension Clerk	Real Estate Transfer Specialist
Payment Plans & Tax Sale Specialist	Reconciliation Clerk
Payroll Administrative Assistant	Record Control Clerk
Payroll Chief	Records Manager
Payroll Clerk	Research Clerk
Payroll Clerk (PT)	Residential Appraiser
Payroll Manager	Revenue Collection Agent
Payroll Personnel Clerk	Revenue Coordinator/Tax Collector
Payroll Record Supervisor	Secretary
Payroll Supervisor	Senior Account Clerk
Personal Property Appraiser	Senior Accountant
Personnel Assistant	Senior Appraiser – Motor Vehicles
Personnel Clerk	Senior Appraiser – Tangible & Real Estate
Personnel Director	

Listing of All Positions in Survey

Senior Buyer	Tax Assessment Clerk
Senior Cashier	Tax Assessor
Senior Clerk	Tax Assessor Clerk
Senior Clerk/Cashier	Tax Assessor/Collector
Senior Clerk Stenographer	Tax Clerk
Senior Clerk/Typist	Tax Collection Clerk
Senior Clerk Typist	Tax Collector
Senior Clerk Typist/Technician	Tax Collector Clerk
Senior Computer Programmer	Tax Lien Clerk
Senior Draftperson	Tax Processing Supervisor
Senior Systems Analyst	Tax Receivable Clerk
Senior Tax Revenue Agent	Tax Reconciliation Clerk
Special Duties Clerk	Tax Services Manager
Staff Accountant	Technology Support Technician
Supervising Clerk	Teller
Supervisor Fiscal	Title Researcher
Supervisor Property Tax	Treasurer
Supervisor Tangible Tax	Treasurer/Tax Collector
Supervisory Personnel Manager	Treasurer's Assistant
Switchboard Operator	Treasury Aide
Systems Management Specialist	Water-Sewer Clerk
Systems Technician	Web Developer
Tangible Records Clerk	
Tax Appraiser	