

Town of Little Compton
Finance Director Ordinance Draft 4
Draft Code Amendment to Chapter 2
Finance Director

2-2.6 - Finance Director.

- a. Requirements. Pursuant to Section 603 of the Little Compton Home Rule Charter, there shall be a Finance Director, appointed by the Town Council upon recommendation of the Town Administrator. The Finance Director shall have and exercise all the powers and duties now and hereafter vested by law, charter, and ordinance in the office of Town Treasurer. The Finance Director shall have charge of the administration of the financial affairs of the Town and shall have and exercise all the powers and duties vested by and enumerated in this Section.
1. The Finance Director will report to and be under the general supervision of the Town Administrator. The Town Council may designate the Town Administrator as Finance Director. By approval of the Town Council, the Finance Director may serve in the capacity of Town Treasurer and one or more of the following positions: Tax Collector, Tax Assessor, and Purchasing Agent.
 2. Qualifications: The Finance Director shall be the Chief Financial Officer of the Town and shall have such training and experience in accounting, budgeting or management, either in public or private business, to meet the needs of the position.
 3. Compensation: The Finance Director shall receive such annual compensation as may be recommended by the Town Administrator, set by a vote of the Council, and ratified by vote of the Financial Town Meeting.
 4. If a vacancy shall occur in the position of Finance Director, the Town Administrator shall recommend to the Council an interim Finance Director, to be appointed from among those holding another Town office or position. The interim Finance Director shall assume the powers and duties of that office until such time as the Council shall appoint a successor.
- b. Powers and Duties:
1. Cooperate with the Council, the Town Administrator, the Town Clerk, and the Budget Committee in compiling the expenditure and revenue estimates for the budget.

2. Receive all fees, rents, funds, money receivable by the Town from the State or Federal Government, the Courts and any Department, Office or Agency of the Town, except as otherwise provided in this Ordinance or by law.
3. Have custody of all public funds belonging to or under the control of the Town or any Department, Office or Agency of the Town and deposit all funds coming into the Finance Director in such depositories as may be designated by the Council, or, if no such designation shall be made, in such depositories as may be chosen provided, however, that deposits in such depository are insured by an Agency of the United States. All interest received on deposits shall be the property of the Town and shall be accounted for and credited to the proper accounts.
4. Have custody of all investments and invested funds of the Town or in the possession of the Town in a fiduciary capacity, and have the safekeeping of all bonds and notes of the Town and the receipt and delivery of Town bonds and notes for transfer, registration or exchange.
5. Exercise control over all expenditures by reviewing all bills, invoices, payrolls, or other evidences of claims or charges against the Town, and verifying that budget appropriations are not exceeded by disbursements in any Department, Office or Agency of the Town.
6. Disbursement of funds by check or electronic funds transfer, such disbursements being made only after compliance with the provisions of this section and authorization by the Council.
7. Prescribe and maintain an accounting system for the Town and adopt and require standard accounting procedures for all Departments, Offices and Agencies of the Town, which accounts shall include the amounts of all appropriations, and the amounts paid from each, and show in reasonable detail the person to whom and the purpose for which the payments were made, the unpaid obligations against each and the unencumbered balance.
8. Prescribe uniform forms of receipts, vouchers, bills and claims to be used by all Departments, Offices and Agencies of the Town.
9. Prepare a monthly statement of all receipts and disbursements in such detail as the Council may require.
10. Prepare at the close of each fiscal year a complete financial statement and report in accordance with State Law for submission to the town auditors and the Council.
11. Oversee purchasing for the Town pursuant to Section 506 of the Charter and Rules and Regulations established by Ordinance.

12. Cooperate with the Town Administrator in maintaining a current inventory of Town assets.

13. The Finance Director shall have primary responsibility for human resources and personnel administration within the Town, provided that such duties may alternatively be delegated by the Town Council to the Town Administrator or to another established position within the Town. Such human resources duties and powers shall include, but not be limited to, coordination and administration of all programs and activities of the Town personnel system; Affirmative Action Officer; Compliance Officer for implementation of special rules regarding employees with disabilities; and assistant to the Pension Committee in administration of the Town Pension Plan.

14. Perform such other duties as the Town Council shall determine by ordinance.

- c. Deputy Town Treasurer. There may be a Deputy Town Treasurer appointed by the Council upon recommendation of the Finance Director. The Deputy Treasurer shall have all the powers and perform all the duties which are granted to the office of Town Treasurer by Resolution, Ordinance or Law in the Treasurer's absence, with the exception of administrative responsibilities. In no event shall the Deputy Treasurer have the power to sign the bonds, notes or other evidence of indebtedness of the Town except at the direction of the Council.

2-2.7 - Tax Collector.

- a. Requirements. There shall be a position of Tax Collector, who shall be appointed by the Council by recommendation of the Town Administrator.
- b. Powers and Duties. The powers and duties of the Tax Collector shall include but not be limited to:
1. Collect and receive all taxes and special assessments for the collection of which the Town is responsible, and shall have all the rights, powers and duties prescribed by the laws of the State and by the Charter and Ordinances of the Town.
 2. Conduct tax sales in accordance with R.I. General Law.