



## Job Posting

Job Title:	Chief Financial and Administrative Officer (CFO)
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Exempt
Travel:	5%

### About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

### Job Summary

As a key member of the Management Team, the CFO reports to the President and Executive Director, while assuming a strategic role in the overall management of The Trust. The CFO has primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities. This includes direct responsibility for accounting, finance, payroll, budgeting, financial reporting, and banking/investment relationships. Additionally, the CFO is responsible for oversight of the operations of information services, facilities, and data analysis.

### Core Responsibilities

- Plans, develops, and organizes all aspects of the finance and accounting functions of The Trust.
- Develops and maintains adequate systems, procedures and policies guiding the financial transactions of The Trust.
- Manages the process for financial forecasting, budgeting, and reporting.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions.
- Reports financial results to the President and Executive Director and Board of Trustees.
- Ensures that effective internal controls are in place and ensures compliance with GAAP, applicable Statutory Accounting Principles and applicable federal and state regulatory laws and rules for financial and tax reporting.
- Analyzes and monitors The Trust’s investment portfolio; serves as principal liaison to Investment and Audit Committee of the Board of Trustees.
- Optimizes the handling of banking and investment relationships, ensuring there is adequate



- cash flow to meet The Trust’s cash needs, while maximizing investment returns.
- Establishes and maintain relationships with Management Team to identify their needs and assist in providing a full range of business solutions.
  - Develops an environment of continual process improvement by promoting efficient use of Trust resources through the development, implementation and enforcement of policies and procedures designed to improve the overall operation and effectiveness of The Trust.

**Qualifications**

- Bachelor’s degree with major course work in accounting or business-related field required.
- Master’s degree and/or CPA highly desirable.
- 10+ years in progressively responsible financial leadership roles, preferably in non-profit, insurance or government environment.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Trust.

- Thorough knowledge of generally accepted accounting principles and generally accepted auditing standards.
- Proven effectiveness leading staff in finance, accounting, and information services.
- High level of interpersonal, written, and oral communication skills, including presenting to both internal and external stakeholders.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and technology.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Experience upgrading and designing Accounting software systems.
- Maintain confidentiality regarding employee personnel records, health records of claimants in strict conformance with HIPAA and other Federal and State laws and regulations, and other financial data relating to The Trust's claim activity and pricing strategies.

**Benefits**

Health and Dental Insurance
Group Term Life and Accidental Death and Dismemberment Insurance
Group Long Term Disability Insurance
Retirement Benefits
Health Spending Account
Continuing Education
Employee Assistance Program
Wellness Program
Paid Time Off

R H O D E I S L A N D I N T E R L O C A L



R I S K M A N A G E M E N T T R U S T

Send Resume and Cover Letter

Email: [hr@ritrust.com](mailto:hr@ritrust.com)

Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources

Please read the qualifications for this position carefully. The successful applicant will have to get up to speed quickly and therefore, we will only consider those who meet all the criteria listed above.

*The Trust is proud to be an equal opportunity employer.*