**The Job Source**

*A publication of the AMICA Center for Career Education*

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**Claim Rep Trainee Inside Auto:** JOB DESCRIPTION: Under close supervision, this position is responsible for investigating, evaluating, negotiating and resolving claims on losses of lesser value and complexity. Complete formal training program for consideration of advancement to claim representative Inside Auto position. Provide quality claim handling throughout the claim life cycle (customer contacts, coverage, investigation, evaluation, reserving, negotiation and resolution) including maintaining full compliance with internal and external quality standards and state specific regulations. Participate in on-going training sessions for the inside auto business. Deliver consistent service quality throughout the claim life cycle, including but not limited to prompt contact, explaining the process, setting expectations, on-going communication, and follow-through meeting commitments to achieve optimal outcome on every file. Work closely with Unit Manager or mentor to promptly resolve assigned claim. Review and analyze coverage and applying policy conditions, provisions, exclusions and endorsements, and how jurisdictional issues impact the claim. Investigate each claim to obtain relevant facts necessary to determine coverage, causation/damages, extent of liability/establishment of negligence, damages, contribution potential and exposure with respect to the various coverages provided through prompt contact with appropriate parties (eg. policyholders, accounts, claimants, law enforcement agencies, witnesses, agents, medical providers and technical experts). Taking necessary statements. Manage file inventory and expense reserves by utilizing an effective diary system, documenting claim file activities to resolve claim in a timely manner. Determine settlement amounts, negotiating and conveying claim settlements within authority limits to insureds and claimants. As appropriate, write denial letters. Refer claims beyond authority as appropriate based on exposure and established guidelines. Other duties as assigned.

**QUALIFICATIONS:** Bachelor's Degree preferred or 2 years of business experience preferred. Solid keyboard and PC skills. Proficient use of technology; including, Microsoft Word, Excel, e-mail, Web-enabled applications, and database software. Demonstrated ownership attitude and customer centric response to all assigned tasks - Basic Strong verbal and written communication skills - Basic Attention to detail ensuring accuracy - Basic Ability to work in a high volume, fast paced environment managing multiple priorities - Basic Analytical Thinking - Basic Judgment/Decision Making – Basic. Please apply via job URL.
Blount Fine Foods, Fall River, MA, website: www.blountfinefoods.com

**HR Generalist:** Blount Fine Foods is a private, family owned company that has been in the food business since 1880. Our product line includes refrigerated and frozen gourmet soups, side dishes and entrees for food service and retail. The company, headquartered in Fall River, MA, is the largest producer of Clam Chowder in New England and the largest manufacturer of Lobster Bisque in the country.

Position Summary:
The Human Resource Generalist supports all manufacturing human resources functions including recruitment and retention, compensation and benefits, employee relations, regulatory and legal compliance.

Daily/Position Responsibilities (Other duties may be assigned):
• Ensures consistent and fair administration of Company policies and procedures. Modifies and enforces company polices as needed.
• Evaluates employee relations and work-related problems, meeting with supervisors and managers to determine effective remediation techniques.
• Be accessible to employees in their work areas (including the manufacturing floor) in an effort to keep in touch with overall employee morale, identify employee problem areas and offer feedback and/or follow-ups as needed.
• Maintain in-depth knowledge of employment law and labor law in order to reduce legal risks and ensuring regulatory compliance. Partner with outside legal counsel as needed.
• Provide performance management guidance to line/function management.
• Manages Workers Comp Reporting, Coordinates Light Duty/Return to work program with EHS Manager.
• Works with Talent Acquisition Specialist to develop staffing plans, and implements appropriate recruitment activities to fill positions on a timely basis.
• Conducts analyses to creatively address labor pool shortages or opportunities. Create an effective brand strategy so that Blount is viewed as an employer of choice in the community.
• Coordinates with temporary employment agencies as needed.

Qualifications:
- BA/BS
- Bi-lingual in Spanish required
- 3-4 years related experience
- Manufacturing experience preferred

We offer: Medical, dental and vision benefits 401k with Company match and Profit Sharing Plan Paid time off including vacation, sick time and holidays Education Assistance Program Life Insurance and Short Term Disability Discounts on Blount products at Company retail locations. Please apply via website.

Harvard University, job link: [http://www.Click2apply.net/84k85g53hj](http://www.Click2apply.net/84k85g53hj)

**Financial Accountant:** Reporting to the Harvard Library Controller, the Financial Accountant will have responsibility for administering the procurement, billings and receivables and financial systems security operations for the Harvard College Library. The Financial Accountant will ensure the delivery of customer service to the staff and patrons of the Harvard College Library, and will participate in the establishment of policies, processes and internal controls. Success attributes include a background in accounting, strong strategic focus, a visible commitment to customer service, individual leadership in an environment that promotes creativity, innovation and continuous
improvement, robust and effective communication with key constituents and stakeholders, and accountability for results. This position does not have a direct supervisory role, but works in an integrated fashion within an interdepartmental financial operations team that oversees the financial operations comprising the Harvard Library and the Harvard College Library. This Library’s matrixed organization brings together the 73 libraries in its system to work as a coordinated whole, facilitating teamwork, cooperation and open communication among units that share similar and/or related expertise and complementary performance goals and objectives.

Responsibilities:
- Manage the quarterly and year end closes for HCL, recording journals for appropriate receivables, prepaids, deferrals and payables, and preparing Balance Sheet reconciliations as needed. Review monthly departmental transactions for accuracy, review and process journal corrections and allocations.
- Oversee accurate matching of funds to activities and all reporting on Harvard Library funds. Develop systems to coordinate, optimize and control funds. Ensure the use of all restricted funds complies with regulations and intentions:
  - Review/Track Funds in Deficit
  - Ensure compliance with fund terms
  - Ensure compliance with University fund stewardship policy
  - Work with Controller’s group to record journals necessary to spend funds
  - Monitor fund balances and spending where funds controlled by depts.
  - Oversee the Procurement Function to ensure that the Harvard College Library's purchasing and payables (for non-collections purchasing) are processed timely and accurately. Provide training and customer support on HCOM functions and coding
- Oversee compliance with University and FAS procurement policies, including Travel & Entertainment costs, throughout the Harvard College Library. In partnership with the Controller and FAS, develop, implement and maintain Harvard College Library purchasing and spending policies.
- Produce quarterly flux analysis, prepaid serials reconciliation and accruals providing analysis and appropriate backup to FAS in compliance with current policies.
- Manage the accounting, collection and internal control for cash and credit card receipts at the HCL Libraries, including the collection of fees & fines and gift deposits. Produce quarterly journal entries to transfer monies as appropriate.
- Administer the PCard and Corporate Card program, ensuring that all PCard reimbursements are reviewed, and expenses meet University and Library policy.
- Collections Purchasing allocation (budget) review. Work with various Harvard College Libraries to review collection allocations, review and approve budget transfers, and provide analysis and answer collections questions regarding budgets. Provide financial analysis and reporting on actual results to 11 libraries and collections, 1600 funds and 2 FAS-wide library programs.

Job Requirements:
- Bachelor’s degree in finance or accounting, with background in the development, implementation and maintenance of internal control processes and policies.
- 7 + years of working Accounting experience;
- Knowledge of Microsoft Office applications required, with at least an intermediate working knowledge of Excel.

Additional Qualifications
- Strong preference given to candidates with public accounting background
- Excellent analytic, written and verbal communication skills necessary.
• Must have the ability to handle complex and confidential information with discretion.
• Must be well organized, flexible and able to manage multiple, challenging projects simultaneously in a fast-paced work setting.
• Ad hoc query skills with Brio and/or Hyperion highly desirable.
• Record of thoughtful customer service skills, with an emphasis on solving problems creatively while balancing the need for internal control.
• Record of developing and implementing new ideas in a complex, knowledge-creating organization.
• Experience in an academic setting preferred.

Please apply via job link.

D'Ambra Construction Company, Inc., 800 Jefferson Boulevard, contact: Daria D'Ambra, email: daria@d-ambra.com

**Accounts Payable Specialist:** The position would be full time and offer medical dental and 401k along with a competitive salary based on experience. Please apply via link: [http://www.indeed.com/cmp/D'Ambra-Construction/jobs/Account-Payable-Specialist-14a6faf1d0e30968?q=accounts+payable](http://www.indeed.com/cmp/D%27Ambra-Construction/jobs/Account-Payable-Specialist-14a6faf1d0e30968?q=accounts+payable)

IHeartMedia Station, Providence, RI: 75 Oxford St., 02905, job URL: [http://www.iHeartMediaCareers.com](http://www.iHeartMediaCareers.com)

**Business Manager:** Job Summary: Manages the local business office including sales revenue forecasting, payroll submission and accounting for the station(s); serves as front-line support for business operations within a designated area.

Responsibilities:
• Coordinates with regional financial management regarding financial and operational information.
• Liaises between station and regional/corporate office regarding business issues involving personnel, legal, FCC regulations, etc.
• Processes payroll including new hire paperwork, commission calculations, and talent fee allocation.
• Gathers and maintains employee personnel records.
• Provides revenue and balance sheet information to corporate.
• Maintains local trade files according to policy.
• Manages local accounts receivable processes, including billing, invoice generation and cash advance processing, and assists sales with collection issues.
• Updates and maintains accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable, trade).
• Conducts variance and account analysis to identify discrepancies; recommends actions to resolve discrepancies.
• Compiles data and prepares a variety of reports; submits payroll and financial data to corporate office.
• Ensures the correct functioning of Traffic, facilities, office and/or business support services.
• Partners with other groups on issues that may have a financial impact or require a financial perspective (e.g., commissions support), and may provide special project support.

**Qualifications:**
• Proficient in Microsoft Office suite; advanced skills in Excel
• Familiarity with accounting software and ability to learn new systems quickly
• Knowledge of FCC rules
• Ability to work in a matrix organizational structure
• Can work under minimal supervision, independently and/or as a member of a project team.
• Highly detailed oriented, with strong attention to accuracy
• Excellent planning and organization skills; can multitask and prioritize workload under tight deadlines in a fast-paced environment
• High degree of analysis and decision-making skills; knows when to escalate appropriate issues to management in a timely fashion
• Proven problem-solving ability, following-up until resolved
• Stress tolerance; can maintain composure when faced with difficult situations/personalities
• Strong interpersonal skills
• Excellent oral and written communication skills

Work Experience
• 3-5 years’ experience in Accounting or Finance

Education
• Minimum of 4-year college degree in Accounting

Certifications
• CPA a plus

FGX International, 500 George Washington Highway, Smithfield, RI 02917, contact: Bernard Dumont, Business Unit Finance Manager, email: bdumont@fgxi.com

Financial Analyst: The Financial Analyst will analyze financial and operational data in order to measure and compare profitability and identify improvement opportunities.

MISSIONS & ACTIVITIES:
• Preparation and analysis of customer & product profitability
• Prepare annual budgets & forecasts with input from top management & operations
• Participation in weekly, monthly & quarterly forecasts and variance analysis
• Perform monthly review of cost centers and analyze expense trends to identify threats and opportunities.
• Review & approve gross margins for product purchase grids and capital requisitions in accordance with target margins
• Preparation of dashboards for business area reviews
• Identify opportunities to reduce cost and increase profitability across the business units. Initiate projects to achieve improvements in these areas.
• Perform ad hoc financial analysis as required

PROFICIENCIES REQUIRED:
• Experience with Cognos TM1 or similar planning/reporting software package preferred

QUALIFICATIONS:
• Bachelor of Business Administration – major in accounting or finance
- Minimum of 2 to 4 years of professional experience with one to three years of experience in financial analysis or general accounting
- Retail industry experience is a plus
- Excellent personal computer skills – spreadsheet, presentation, database

ADDITIONAL COMPETENCIES REQUIRED:
- Strong business acumen
- A self-motivator, eager to learn and grow
- A team player, must be able to work with people within and outside of the finance department
- A fast learner, able to get up and running in a short time
- Excellent communication skills – verbal, written and presentation
- Willing to travel and work overtime when necessary.

Please email resume and cover letter.

TOWN OF MIDDLETOWN, Middletown, RI, website: www.middletownri.com/employment

**Assistant Building Inspector:** POSITION SUMMARY: The Assistant Building Inspector is responsible for assisting the building official in the enforcement of state and local building codes and for the enforcement of zoning ordinances in connection with building construction. This position requires technical knowledge of the building construction trade and general knowledge of the quality and strength of building materials and accepted requirements of building construction. The Assistant Building Inspector works under the supervision of the building official.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Examines plans and specifications of new construction, additions, and alterations to residential and commercial buildings, to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
2. Assists the building official in the issuance of building, plumbing, mechanical and electrical permits.
3. Investigates complaints concerning zoning violations and code non-compliance, assists the building official with the issuance of notices for violation compliance, maintains records of history of facts for possible legal action.
4. Confers with architects, contractors, builders and the general public in the office; explains building requirements and restrictions, responds to questions concerning building plans, building codes and zoning.
5. Assists the building official with the duties of Minimum Housing Officer.
6. Maintains files and reports regarding inspection and plan review activities and findings.
7. Assists in the inspection of subdivision drainage, utility and roadwork.
8. Performs related duties and responsibilities as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
1. Demonstrated knowledge of building codes and related laws and ordinances enforced by the Town, including, but not limited to, the International Building, Electrical, Plumbing and Mechanical Codes, and ADA.
2. Knowledge of major types of building methods, material and practices
3. Knowledge of principles and techniques of building inspection and plans examining work.
5. Ability to work independently and as part of a collaborative team.
6. Ability to interpret and apply pertinent Federal, State and local laws, codes and regulations.
7. Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
8. Ability to read and interpret building plans, specifications and building codes.
9. Ability to enforce necessary regulations with firmness, impartiality and tact.
10. Ability to organize and maintain detailed records.
11. Ability to understand and follow oral and written instructions.
12. Ability to communicate clearly and effectively both orally and in writing.
13. Ability to establish and maintain effective working relationships with those contacted in the course of work, to include the general public, contractors, department heads and fellow employees.

MINIMUM REQUIREMENTS:
Associates Degree in construction related studies or related field is preferred.
2. Minimum of five (5) years’ experience in general building construction is required.
3. Must attain the International Code Council (ICC) certification as a Residential Building Inspector within six (6) months from original appointment as Assistant Building Inspector and maintain those qualifications as a condition of employment.
4. Must attain the International Code Council (ICC) certification as a Commercial Building Inspector one (1) year from original appointment as Assistant Building Inspector and maintain those qualifications as a condition of employment.
5. Must be certified by the Rhode Island State Building Commission as a Building Inspector I and II as a condition of employment.
6. Must possess a valid Rhode Island driver’s license.
7. Must successfully pass a background investigation.

Please apply via website.

Here are some suggested job listing websites that you may want to consider:

- rhodeislanddiversity.com
- giggijobs.com
- JobsinRI.com
- Rljobs.com
- thingamajob.com
- OneWire.com
- OceanStateJobs.com
- SnagAJob.com
- Rhodelslandjobs.com
- HelloProvidence.com
- TriStateJobs.com
- masslive.com
**Bryant University** is a nationally recognized leader in higher education, has a proud academic tradition of educating men and women, offering them opportunities to acquire knowledge and strengthen character so they can achieve success as they define it. Bryant is also dedicated to the success of our faculty and staff, and the school provides excellent benefits, training, and support so that individual talents may flourish for the benefit of its students. For a full listing of our current career opportunities, please visit our website. Bryant University is an EEO/AA employer and an institution committed to diversifying its staff.