

CITY OF CORDOVA



Finance Director

Senior Management Position

Position Salary Range: **up to \$100,000. /annual** DOE / DOQ

Open Until Filled

An interim appointment may be considered

The **City of Cordova, Alaska** is recruiting for a new Finance Director. The position reports to the City Manager and functions as head of the Finance Department and is responsible for a \$15 million annual operating budget including Enterprise Funds. This is an Executive level position responsible for directing, coordinating, and managing activities and staff of the Finance Department; performs a variety of complex professional, administrative, supervisory, and technical accounting and financial functions to manage and maintain fiscal systems and records; performs periodic and annual financial reporting, budget preparation and oversight, billing and collections, and treasury management. Ensures conformance with governmental accounting standards and applicable laws; plans and oversees revenue collection and disbursement, payroll, accounting, risk management, prepares periodic, special, quarterly, and annual reports on the City's financial status; provides for general liability and other insurance coverage of City assets; overseeing annual auditing process. Directs activities and oversees performance of three full-time staff. Responsible for the efficient operation of the department and financial services to maximize cost-effectiveness, productivity, support to City departments, and service to the public.

City of Cordova: Cordova, Alaska is a home rule city with a council-manager form of government. The City of Cordova is home to about 2,400 residents, growing to nearly 5,000 during the height of the fishing season. The economy of Cordova is based on commercial fishing and seafood processing. Tourism, sport hunting and fishing also serve to strengthen Cordova's economy. Cordova is known the world over for its pristine and scenic beauty and opportunities for outdoor sports and recreational opportunities abound with easy access to rivers, wilderness, hiking trails and other amenities common to larger communities. Cordova is truly Alaska at its best, with superior schools and medical facilities. Cordova enjoys an experienced and dedicated staff, a strong articulated Council vision, outstanding partnerships, a collaborative community environment and the newly constructed Cordova Center. This is truly an opportunity to grow and create.

Minimum Qualifications: Education and/or experience that provide the necessary knowledge, skills, and abilities to perform the duties of the position:

- Bachelor's degree in finance, Business Administration, Public Administration or closely related field;
- At least 5 year of progressively responsible financial management experience, with at least 2 years of supervisory experience;
- Valid driver's license.

Preferred Qualifications: Master's Degree or CPA. Alaskan experience, Audit experience. Experience in governmental accounting and governmental fiscal management.

Submit letter of interest, resume, and 5 professional references to citymanager@cityofcordova.net. Faxed or mailed applications will not be accepted. The City of Cordova offers a generous benefits package which includes vacation and sick leave, 100% employer paid medical insurance and public employees' retirement.

The City of Cordova is an Equal Opportunity Employer