

Finance Director

Date Posted:

Monday, October 8, 2018

Deadline:

Open until filled

Duties and Responsibilities:

****SALARY \$128,750****

****RELOCATION EXPENSES MAY BE AVAILABLE****

****HOUSING IS NOT PROVIDED****

Essential Duties and Responsibilities:

- Plans, directs, manages, supervises and coordinates the administration and operations of the Finance Department.
- Plans, evaluates and directs departmental policies, programs and operations related to the financial and budgetary activities of the City government.
- Directs the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles.
- Prepares financial statements and cost reports at regular intervals.
- Directs the annual audit of the City's finances, both internal and external.
- Prepares, oversees and directs the City's annual central, operating, capital, enterprise, and other essential budgets with regular monitoring and proactive adjustment to ensure compliance with budget line items
- Directs the collection activity and custody of public funds. Oversees the investment of City funds and the payment of bond obligations.
- Supervises the data processing functions to ensure that required programming is in place and that necessary records and reports are produced in a timely manner.
- Works with the Assistant Finance Director in the development and cross-training of all department staff.
- Serves as the financial adviser to the City Council and Administration.
- Ability to oversee adequate staffing and training to over the numerous responsibilities of the department which include, but are not limited to, accounts payable, accounts receiving, sales tax, business licenses, contract management, lease management, insurance claims processing, payroll, utility billing, travel processing, grant management, and purchasing

Marginal Duties and Responsibilities:

- Represents the City and/or the Department by preparing and presenting information to City committees or commissions.
- Provides technical and policy information and assistance to staff members and other City Departments.

- Promotes consumer friendly environment within the Department.

Minimum Requirements:

****PLEASE READ THE MINIMUM QUALIFICATIONS CAREFULLY****

Qualification Requirement. To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's Degree in accounting or B.A. from an accredited institution with an emphasis in accounting, finance and/or directly related field or equivalent education.
- A copy of transcripts conferring degree awarded must accompany the resume.
- Must hold a current certification as a Certified Public Accountant (CPA), certification must accompany the resume
- Minimum Five (5) years' experience in finance and accounting field.
- A minimum of three (3) years in a supervisory capacity within a finance or accounting environment.
- Experience with CASELLE, IRIS, Alaska Budget System (ABS) or similar finance/accounting databases preferred.
- Strong interpersonal, verbal, and written communication skills a must.
- Solid planning, budgeting skills, ability to train, maintain peak performance and manage a 6 person staff.
- problem solve and organizing/setting priorities critical to job success.
- Must be bondable at the time of hire (able to pass a thorough background and credit check).

Additional Required Information

At time of application, applicant *must* attach the following items. (If unable to attach, please fax or e-mail the items to the contact listed below *prior to the closing date* of this recruitment).

NOTE: Omission of any required documentation listed below will result in an incomplete application and you will not receive further consideration.

1. Cover Letter, addressing the KSAs listed in the job description.
2. Copy of current CPA certification
3. A copy of academic transcripts, to verify post-secondary education used to meet the minimum qualifications.

At time of interview applicant must submit:

1. Two (2) professional writing samples – one can be your cover letter
 2. Most current performance evaluation, if available
 3. List of three (3) professional references with current daytime phone numbers
- Please read the below information carefully. This applies to your application submission.

COVER LETTER

A cover letter is required. Please attach it as a separate document for this position. The cover letter must also describe your knowledge, skills, abilities, as they pertain to the points bulleted in the job description listed above. Please attach the cover letter to your application before submitting it online or, if unable to attach to your application, fax it to the contact number provided in the job posting. Your cover letter will be used to determine which applicants will advance to the interview phase of the recruitment and selection process. *Omission of any required documentation will result in an incomplete application and you will not receive further consideration.*

- In your cover letter, it is required to support your experience and or/training that demonstrates your knowledge, skills and abilities pertaining to the "desired strengths" listed in the job duties above.
- In addition, your cover letter should address *what knowledge, skills and abilities will you bring to the position to cope with the work the directorate does?*

NOTE: Attaching a resume is not an alternative to filling out the application in its entirety. Noting "see resume" or any similar response on any portion of your application may lead to a determination your application is incomplete and removal from consideration for this job posting.

Desirable Training and Experience:

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (KSA)

- A documented extensive knowledge of the principles, concepts, theories and practices of current governmental accounting;
- Demonstrated ability to build a team through application of principles of personnel management;
- Ability to communicate effectively, orally and in writing, with employees, City officials, outside agencies and the general public;
- Ability to conduct research, prepare and analyze complex financial reports;
- Ability to apply administrative concepts and practices to a variety of discrete functions;
- Ability to analyze and solve complex organizational and administrative problems;
- Considerable knowledge of internal control procedures;
- Considerable knowledge of comprehensive, integrated financial management software system, Caselle preferred; demonstrated ability to learn and effectively use new software system;
- Considerable knowledge of public finance and fiscal planning, payroll, and accounts payable functions;
- Ability to maintain confidentiality.

Other Knowledge, Skills and Abilities.

- Knowledge of the laws and policies governing municipal finance and accounting practices and policies.
- Knowledge of accounting practices and administrative policies.

- Knowledge of modern office practices and accounting equipment.
- Knowledge of municipal bonds and contracts and available investment opportunities.
- Knowledge of data processing principles and practices.
- Experience directing and coordinating staff activities.
- Knowledge of the principles, practices and processes of municipal budgeting.
- Ability to prepare complex financial reports in a timely and accurate manner.
- Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public.
- Ability to supervise professional and clerical staff, including assignment of work and review of same.
- Ability to be effective in written and oral communication in contacts with local, state and federal officials and the general public.

Benefits:

Health and life insurance; paid holidays and personal/sick leave accrual; Alaska Public Employees Retirement System (PERS).

TO APPLY:

- 1) **Ensure you have read the announcement carefully.**
- 2) **Have you attached your transcripts from an accredited university showing the required degree(s) conferred?**
- 3) **Have you attached a copy of your current CPA certification?**
- 3) **Have you attached a cover letter addressing the required KSA's?**
- 4) **Have you listed 3 references (minimum) ?**

Submit cover letter of interest, completed and signed original City application form available at www.cityofbethel.org, and resume, with three professional references to: James Harris, Human Resources Office, 300 State Highway, P.O. Box 1388, Bethel, AK 99559, email humanresources@cityofbethel.net. Phone 907-543-2047 ext. 221. All emailed applications must be followed up with a mailing of the signed original application, resume and required certifications and documents.