

The City of Cordova is accepting applications for a full-time, exempt

## **FINANCE DIRECTOR**

Pay Range: \$85,000. To \$105,000. annual, plus benefits, DOE & DOQ

**FIRST REVIEW OF APPLICATIONS: SEPTEMBER 15, 2019**

Applications and additional information, please contact Cindy Appleton HR at [humanresources@cityofcordova.net](mailto:humanresources@cityofcordova.net).

**THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER**

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**POSITION TITLE:**

**FINANCE DIRECTOR**

**Serves a 12-month probationary period**

**DEPARTMENT:**

**FINANCE**

**SUPERVISOR:**

**CITY MANAGER**

**CLASSIFICATION:**

**EXEMPT: SALARIED**

**POSITION SUMMARY:**

This is a high profile, high level management position with the City of Cordova, Alaska. Supervises and directs all aspects of the City's financial operations and department in compliance with GAAP and City, State, and Federal law. Directs and manages finance department staff. Acts as a primary representative of the City in all financial matters.

**ESSENTIAL FUNCTIONS:**

1. Acts as City Treasurer per City Charter and Code.
2. Responsible for all City business license and sales tax compliance.
3. Review sales tax remittals and perform sales tax audits.
4. Ability to advise the City manager and City Council on all aspects of City financial matters.
5. Under the direction of the City Manager, develop annual City budget. Work with all department heads to assist in development of budgets.
6. Responsible to advise City manager concerning City investments.
7. Complete and distribute monthly financial statements to Department heads, City Manager, and City Council.
8. Completes adjustments to accounting journals, ledgers and other records in strict accordance with accounting practices.
9. Reconciles bank statements; processes returned checks and records bank charges and interest earned.
10. Balances accounts for monthly, quarterly, and year-end reporting.
11. Prepares journal entries, inputs into computer system and posts to appropriate ledgers.
12. Reconciles cash, credit card payments, responsible for accuracy of payroll, accounts payable and accounts receivable for conformance with approved budget.
13. Prepares audit schedules and budgetary reports and interfaces with Auditors as necessary.
14. Define problems, collect data, establish facts, and draw valid conclusions.
15. Researches and analyzes data, and make recommendations and forecasts used by the City during labor negotiations.
16. Supervise, direct and coordinates job functions, hiring, discipline, subordinate evaluations, terminations, etc., within the Finance Department.
17. Exercise considerable judgment and initiative when independent action is required.
18. Complete all training as required.
19. Serves as part of City's management team, and during emergencies as part of the City's Incident Management Team.

**OTHER RESPONSIBILITIES:**

1. Perform other duties as assigned.

**EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS:**

1. Bachelor's degree required, Master's degree and CPA preferred.
2. Experience with computers, printers, and other office equipment
3. Experience with complex accounting software systems required; Caselle experience preferred.
4. Thorough knowledge of accounting and statistical data required. Ability to interpret and analyze that data required.
5. Thorough understanding of municipal bond marketing, borrowing, insurance, and payroll procedures.
6. Thorough knowledge of fiscal principles and practices, and purchasing procedures required.
7. Thorough knowledge of budgetary application and reporting required.
8. Thorough knowledge of fiscal planning, and ability to advise Manager and Council in an understandable manner required.
9. Ability to compose correspondence and develop reports required.
10. Ability to work with minimal supervision, handling multiple tasks; establish priorities, schedules & meeting deadlines required.
11. Ability to communicate and deal effectively with the local community required.
12. Ability to remain composed under pressure required.
13. Ability to understand and carryout verbal and written instructions required.
14. Ability to interact and understand complex legal issues, work with City legal staff, and court system required.
15. Must have knowledge and ability to apply City, State, and Federal laws appropriately.
16. While performing the duties of this job, you will be required to walk; reach with hands and arms; balance; stoop; kneel; or crouch. The employee is frequently required to talk and hear; stand; sit for long periods of time; use hands to handle, feel, and use computer keyboard, keypad, etc. Specific vision abilities required by this job include close vision and depth perception; ability to look at computer screens for long periods of time.