

Municipality/Organization: City of Kotzebue

Job Title: Finance Director

Posting Date: 8/24/20

Closing Date: Open until filled

Salary: \$100,000 + DOE

General Description:

1. Prepare monthly financial statements.
2. Prepare and administrate the City's annual budget and amendments for all fund and grants.
3. Provide administrative supervision for the Finance Department.
4. Approve purchase orders for all departments according to existing appropriations.
5. Approve all check requests prior to processing by Accounts Payable.
6. Prepare and administrate pay requests for all federal and state grants, working closely with granting agencies.
7. Provide administrative supervision for the City's investments.
8. Implement audit controls according to the latest auditing standards.
9. Work closely with external auditors in preparation of the annual audit.
10. Attend all City Council meetings.
11. Perform and/or assume other job or work related duties as assigned by the City Manager.

Qualifications:

1. Bachelor's Degree in Accounting or Equivalent in experience.
2. A minimum of two years experience in municipal government accounting required.
3. Three years supervisory experience. Alaska resident & Bush experience preferred, but not required.
4. Ability to work effectively with the public, private corporations and representatives of local, state and federal agencies.
5. Ability to work effectively with minimal supervision.
6. Ability to work effectively in pressure situations and in a cross-cultural environment.
7. Excellent verbal and written communication skills are required.
8. Must have a valid Alaska driver license, or obtain an Alaska driver license within 30 days of hiring. Alaska resident preferred, but not required.

To apply: Please submit your application for employment or resume to:

City of Kotzebue, P.O. Box 46, Kotzebue, AK 99752

Web Link: www.cityofkotzebue.com

Contact: Jamie Lambert, Payroll/Personnel Assistant at (907) 442-3401 or fax to (907) 442-3424