



Job Title	Finance Director
Department	Finance Department
Employment Status	Full-Time Grade 13
Exempt/Nonexempt Status	Exempt

Scope of Work

This is a highly responsible professional position that serves as the Chief Financial Officer of the City and performs complex work involving fiscal planning, internal audit controls, budgetary controls, and cost studies. The Finance Director manages, organizes, coordinates, and performs the financial, accounting, and budgeting activities for the City, and is responsible for safeguarding the City's financial assets, assigning, and supervising the work of the Finance Department staff, and insuring the reliability of financial information.

Supervision

Reports To	City Manager & Assistant City Manager
Supervises	All Finance Department Staff

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Supervises and maintains internal accounting and control activities throughout the City for purposes of obtaining financial information, controlling expenses, and maintaining required records.
- Plans for and implements the installation and development of an effective financial management and reporting system.
- Supervises the timely filing of intergovernmental financial and informational records as prescribed by federal law and Alaska statutes.
- Develops and recommends accounting policies and practices that will ascertain, maintain, and continually improve the City's financial position.
- Assists in the creation of the annual City budget in accordance with the policy direction of the council.
- Directs the overall financial program to ensure the adequate protection of the City's properties, funds and securities, and to assure protection from municipal exposure to liability; ensures the City is properly reimbursed when losses arise.
- Assists department heads in the preparation and administration of the annual budget; maintains a system of responsible control to ensure that expenditures do not exceed appropriations, in compliance with applicable Alaska statutes.

- Attends hearings on departmental budgets and other issues to provide data and determine recommended appropriations.
- Performs research and prepares fiscal impact reports and forecasts fiscal trends for recommendations of administrative and fiscal policy.
- Assists other departments in billing and collection functions, including calculation of bills, recording and deposit of receipts, and maintenance of customer accounts and related records.
- Issues approvals for contracts, vouchers, purchase orders and other financial transactions; confers with supervisors on events and non-routine transactions for the disbursement of funds.
- Examines and audits vouchers and invoices for accuracy and proper authorization and approves for payment.
- Assists in the coordination of the accounting function with all other areas of City government to include purchasing and asset review.
- Confers with and advises City officials, department directors and others in proper procedure regarding financial matters of the City (e.g., preparation of operating budgets).
- Checks and audits ledger accounts for accuracy, procedural and systems compliance; assists in the preparation of financial statements, summaries, and reports.
- Trains and develops department personnel; determines and prescribes work methods, procedures, and policies; assigns, supervises, and reviews the work of department employees.
- Conducts year-end audit of all funds as well as federal and state grant audits.
- Supervises the posting of transactions; reconciles bank statements and prepares reports.
- Coordinates debt issuance.
- Oversees the issuance of City checks for payment of liabilities and verifies expenditures.
- Plans, coordinates, and prepares for annual financial audits performed by contractors.
- Assists City Manager with Capital Improvement Plan, including collection of data and presentation.
- Prepares and presents quarterly financial statements to the city council.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from and accredited college or university with a Bachelor's Degree in accounting, finance or a closely related field, and at least 7 years of experience in governmental finance and accounting, including several years of supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Modern principles of public financial management, administration, budget preparation and accounting (including GAAP, GASB). • Financial software and the principles and practices of automated accounting and finance administration. • General laws, administrative policies, rules, and regulations governing municipal financial practices and procedures, including applicable Federal regulations and Alaska statutes.
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	<ul style="list-style-type: none"> • The use of standard office equipment and other applicable software programs.
Ability to	<ul style="list-style-type: none"> • Assign, direct and supervise the work of others. • Provide leadership and motivate employees. • Read, analyze and interpret technical, statistical, and financial information. • Define problems, collect data, establish facts and draw valid conclusions. • Respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. • Communicate effectively, both orally and in writing. • Establish and maintain effective working relationships with internal and external contacts. • Multi-task and prioritize work. • Maintain confidentiality. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
Skill in	<ul style="list-style-type: none"> • The operation of computers and relevant software. • Math and accounting. • Oral and written communications. • Strategic thinking and decision making. • Financial planning and control • Budget preparation and control

Necessary Special Requirements

- Certified Public Accountant (CPA) strongly preferred
- Must complete ICS 100, 200, 700 and 800 within first 6 months of employment. ICS 300 and 400 to be completed as soon as available.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to kneel, crouch or bend.

- The employee must occasionally lift and/or move up to 25 pounds.