



Fairbanks North Star Borough

Human Resources

HumanResources@fnsb.gov
Main: (907) 459-1202
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POSITION TITLE: Financial Specialist to the CFO
STATUS: Regular Full Time
SALARY: Level III
FLSA: Exempt
PCN: FS30425
UNION STATUS: 05 APEA
REPORTS TO: Chief Financial Officer
POSITIONS SUPERVISED: None

Closes: **05/23/2021** **9:00PM AK**

BASIC FUNCTION:

The Financial Specialist to the CFO provides advanced, independent, self-directed, financial-related technical, professional, and project management support to the Chief Financial Officer and the Financial Services Department: financing, budgeting, accounting, health and social services (H&SS), grants, and treasury. The incumbent will perform a variety of tasks and projects, in addition to providing overall planning, coordination, oversight, and accountability for both small and large/complex projects and activities. The incumbent has responsibility to ensure the tasks and projects successfully meet the timelines, objectives, and expectations of the Borough.

TYPICAL DUTIES:

1. Research, analyze, report on, and make recommendations on various government finance-related topics affecting the Borough. Advise the Chief Financial Officer on matters of Borough finances and Department operations.
2. Formulate and implement project work plans to address financial-related issues or informational needs. Depending on the size and complexity of the project, components of these plans could include: development and administration of project budget and project timeline and milestones; associated time budgets for staffing (employees and external contracted professionals, analysts, and consultants); oversight and coordination of external contractors and internal staff; procurement of all goods and services; ongoing communication among contractors, management, and staff; data conversion; business process re-engineering; employee supervision and training; implementation; and project debriefing.
3. Keep upper management, Department staff, and affected Borough departments apprised of the status of on-going tasks and projects, as necessary.



4. Keep abreast of changes in governmental financial and financing practices and in statutory, regulatory, GAAP, contractual, grantor and policy requirements related to Borough finances. Research, understand, interpret, and implement both existing and new federal, state, and local laws and regulations, contracts, legal documents, and other authoritative sources relevant to Borough finances: bonding and other financing, internal controls, investments, budgeting, financial management systems, accounting, and grants and other forms of assistance. Provide technical oversight and work direction as needed in interpreting and applying these as they pertain to the Borough.
5. Implement or provide assistance for changes to Borough policies and procedures, especially those administered by Financial Services or related to the Borough's finances or financial systems.
6. Serve as the Borough's debt compliance officer as designated by the Chief Financial Officer.
7. Respond to inquiries. Prepare and present formal training and information sessions (within the Department and for other departments and their department directors, the Mayor, the Assembly, Borough Boards and Commissions, outside agencies, and professional groups).
8. Assist the Treasury/Budget and Administration divisions in the preparation of the Borough's annual operating budget and the Accounting division in the preparation of the Borough's annual financial statements and single audits. Provide back-up for the H&SS division when needed and provide assistance and technical support to the H&SS division as needed.
9. Other duties, as assigned, may include acting for, or performing specific tasks of, management or professional/technical-level positions in the Accounting, Treasury/Budget, and H&SS divisions, including acting as the Chief Financial Officer
10. Job responsibilities require working additional hours outside the Borough's normal business day, cyclically and for particular projects, special circumstances, and public meetings.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting from an accredited institution/program or CPA. A Bachelor's degree in Finance may be considered, provided the coursework is relevant (e.g., Public Finance). Post-degree accounting coursework that meets the criteria to sit for the CPA exam, or passing the CPA exam, may substitute for the Bachelor's degree requirement. CPA, CGFM, or CPFO is desirable
2. Five years of professional accounting and/or financial auditing and/or public finance experience with complex level of demonstrated proficiency and scope, preferably in a governmental environment.

3. Experience in a professional or managerial position (can be non-financial) at some level of local, state, or federal government in the U.S. is required. Professional financial or financial-type consultant experience on a contracted basis with a government is acceptable. Experience with governmental financing, budgeting, accounting, and treasury functions is preferred.
4. Demonstrated planning, problem solving, and decision-making skills and the ability to think critically. One year experience in a financial management position or as a financial projects manager is preferred. Experience that required sensitivity to political and organizational realities, as well as technical issues, is desirable.
5. Experience in project management is preferred. Participation in project management of vendor-developed software activities is desirable.
6. Experience in the use of a sophisticated, integrated financial management system. Computer experience with enterprise level financial systems in a governmental or medium- to large-sized entity is desirable.
7. Demonstrated high level of proficiency with recent version of Microsoft Excel. Must have demonstrated proficiency using Microsoft PowerPoint and Word. Experience with recent versions of Adobe Acrobat Pro or DC, Microsoft Windows, the remainder of the Microsoft Office suite (Outlook, Access, and Publisher), and data management tools is preferred. Must be accurate and proficient keyboarder.
8. PREFERRED: Ability to have and maintain a valid driver's license and to meet insurance standards and maintain insurability under the Borough's insurance program. If a personal automobile is used for Borough business, proof of insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED UPON REQUEST.)

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrated integrity, leadership, and maturity. Ability to use independent judgment in applying guidelines to varied situations. Ability to maintain confidentiality.
2. Ability and temperament to organize, prioritize, coordinate, oversee, manage, and perform multiple functions, projects, and tasks, whose priorities change frequently. Ability to perform these work activities accurately, efficiently, and timely with minimal direction, sometimes under stressful situations and short deadlines. Ability to work independently, cooperatively, or collaboratively as the circumstances dictate.

3. Verifiable analytical experience and demonstrated ability to perform complex analyses with knowledge and judgment of inter-relationships of data and other information.
4. Current knowledge of GAAP for governments relating to accounting, auditing, budgeting, and grants and other compliance areas. Must have an understanding of internal controls, including segregation of duties, needed to maintain the proper checks and balances and to ensure the integrity of the Borough's financial functions.
5. Ability to understand and interpret federal, state and local laws and regulations; contracts and other legal documents; and other authoritative sources relevant to Borough finances.
6. Must be able to establish and maintain effective working relationships with Borough staff and with professionals and others contracted to the Borough, and to deal effectively and harmoniously with elected officials, the general public, media representatives, outside entities, professional colleagues, and other state and local governmental agencies.
7. Ability to plan, coordinate, direct, and monitor the work of others. Supervisory experience, especially in a union or governmental environment, is desirable.
8. Must be able to communicate courteously, professionally, clearly and concisely, both verbally and in writing.

OTHER

1. This position requires a criminal and credit history background check.

JOB CONTACTS:

All levels of Borough staff; federal and state employees; state and local elected officials and staff; outside companies, organizations, and agencies; the general public; media representatives; professional colleagues; consultants, professional and other contractors.

JOB RESPONSIBILITY:

See basic function and typical duties.

EXAMPLE PROJECTS:

- ...Research and perform complex analyses of financial and related data and convey findings in an understandable manner.
- ...Conduct research to find the appropriate data and incorporate that data into Excel to build charts and graphs for inclusion in the annual PowerPoint presentation of the Mayor's recommended budget. Assist with presenting to the Assembly.
- ...Assist with preparation of bond Official Statements and other aspects of Borough bond

- sales.
- ...Prepare requests for proposal and/or negotiate/develop contracts for professional services related to financial matters such as financial advisor, financing, banking, investing, or accounting services.
- ...Develop new or revised procedures.
- ...Prepare financial projections for new taxes, new fees, or new or expanded services.
- ...Assist in research and implementation of new accounting standards.
- ...Assist with testing and implementation of new and updated financial management system software.

WORK ENVIRONMENT:

General office where conditions are pleasant, good and clean. Conditions where accidents/hazards are negligible; requires short periods of moderate lifting, pushing or pulling (1-50 lbs.).

Application Procedure:

Apply Online

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications can be located at www.fnsb.gov by clicking the "Find a Job" button.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview, and/or selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

AN EQUAL OPPORTUNITY EMPLOYER

Updated: 4/28/21 mm