



KETCHIKAN GATEWAY BOROUGH
invites applications for the position of:

Director of Finance

SALARY: \$116,812.80 - \$127,712.00 Annually

DEPARTMENT: Finance

OPENING DATE: 02/23/22

JOB DESCRIPTION:

Annual Salary \$116,813 - \$127,712 + Relocation Assistance

Responsible for managing, directing, and supervising the accounting and budgeting activities of the Borough including budgeting, capital planning, accounts payable, accounts receivable; general accounting, payroll, taxation, revenue, and receipts. Also responsible for cash management and investment of the central treasury with assets exceeding \$35 million. This position has direct supervisory and management responsibility for professional level subordinate supervisors, and administrative responsibilities which include long-range fiscal planning, establishing and directing Borough wide financial related policies and procedures, assuring compliance with federal and state regulatory and granting agencies. Other significant responsibilities include preparing the Comprehensive Annual Report and implementing all new Governmental Accounting Standards Board (GASB) reporting requirements. Serve as advisor to the Borough Manager on all Borough financial matters.

The Director of Finance serves as an at-will employee at the pleasure of the Borough Manager. The Director of Finance shall have supervision and control over the Finance Department, subject to the paramount authority of the Borough Manager. This is an executive level, exempt position.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS:

- Plan, organize, and direct all department activities. Supervise and evaluate Finance staff. Coordinate all audits performed by external auditors.
- Develop accounting policies, procedures, and control measures to ensure adequate protection of Borough assets. Establish and maintain a system of accounts (fund accounting). Supervise the preparation of monthly financial reports for more than 20 funds, including a statement of revenues and expenditures and a balance sheet statement for each fund. (Funds include governmental, enterprise, general fixed assets, general long-term debt, special revenue, and capital projects)
- Carries out Borough's fiduciary obligations under AS 29.35.170 to collect property taxes and assess and collect sales and use taxes that are levied within the boundaries of the Borough, subject to AS 29.45. Oversee all tax and revenue collection activities for Borough, including penalties and interest, auditing enforcement, collecting, and receiving all other revenues accruing to the Borough, by virtue of contracts, leases, fees or otherwise. Act as first level in administrative tax appeal process and interpret tax code.
- Oversee the Borough's centralized treasury. Develop cash flow analysis and update regularly on central treasury to ensure maximum investment of idle monies, with direction from the Borough Investment Committee. Certify monies available for contracts and major purchases and provide tools for directors to ensure that payments do not exceed contracted amount.
- Manage Borough budget preparation. Provide department heads with information required to

develop individual department budgets. Oversee preparation of debt payment information, other cost analyses oversee preparation of budget ordinances, amendments, and published documents. Monitor expenditures to ensure compliance with budget.

- Administer debt service accounting functions, including timely bond payments, and Alaska Department of Education and Early Development reimbursements. Work with the Alaska Municipal Bond Bank Authority to analyze bond issues for possible refunding savings. Coordinate and provide all necessary information for new bond issues; and invest and disburse proceeds.
- Oversee preparation of the Borough's Comprehensive Annual Financial Report, including combining with School District financial information and preparation of approximately 50 financial schedules, 25 disclosure notes, and 30 statistical and supplemental schedules. Ensure compliance with applicable GASB pronouncements.
- Serve as the Borough Risk Manager. Oversee the completion of insurance applications for the Borough and School District; the placement of over \$1 million in insurance premiums; and the allocation of premiums to the various departments and funds. Serve as the Administrator for the Borough and School District self-insured health program. Monitor contract for insurance brokerage services annually.
- Recommend and analyze revenue-enhancing and cost-saving measures to Borough Manager for the Borough Assembly. Advise Borough Manager and department heads on Borough financial matters.
- Establish and maintain positive working relationships and public image with public officials, subordinates, Borough employees, general public, governmental agencies, and business establishments.

ADDITIONAL JOB DUTIES:

- Provide instruction to other employees of this or a similar job classification in all aspects of procedure and technique relating to the duties required by this job description unless such instruction requires a specialized certification which the employee doing the training does not have.
- Perform other related duties as requested by the Borough Manager.
- Attend evening or weekend meetings, including Assembly meetings, and/or give public presentations as required.

QUALIFICATIONS:

PHYSICAL ACTIVITIES INCLUDE:

- Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to write by hand and use a personal computer; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Frequently required to work extended hours. A great deal of communication in person and by telephone. Long hours of sitting at a desk and working with a personal computer.
- Travel occasionally, using air and/or water transportation to out of town meetings and functions.

QUALIFICATIONS:

- Advanced knowledge of complicated and detailed accounting procedures and principles, with emphasis in computer and municipal accounting. Ability to establish and monitor effective accounting controls and to prepare revenue and expenditure estimates. Knowledge in general accounting practices, budget preparation, cash flow analysis, insurance placement and investment analysis are required. Capability in coordinating, supervising, and administering the planning, implementation, and evaluation of a full range of municipal finance department functions, including data processing. Ability to work independently.
- Effective written and oral communication. Ability to effectively analyze and solve problems. Ability to supervise, train, and evaluate professional staff. Ability to deal tactfully and effectively with the public, other agencies, and Borough employees. Advanced knowledge of Microsoft Excel required. Working knowledge of Microsoft Word and PowerPoint required.
- A pre-employment background check is required.

REQUIREMENTS:**LICENSES:**

- Certified Public Accountant's license is preferred. Equivalent experience may be accepted.
- Valid State of Alaska driver's license with a driving record acceptable to the Borough's insurance carrier.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration with an emphasis in accounting, economics, or municipal finance is required.
- Five years' experience in municipal finance is desired. Advanced degree or certificate may be substituted for up to two years of required experience.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.kgbak.us/138/Human-Resources>

Position #2021-00035
DIRECTOR OF FINANCE
KH

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