



**CITY OF KODIAK**  
invites applications for the position of:

## **Finance Director**

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<b>SALARY:</b>	\$53.50 - \$59.05 Hourly \$4,280.00 - \$4,724.00 Biweekly
<b>DEPARTMENT:</b>	Finance Department
<b>OPENING DATE:</b>	03/10/22
<b>CLOSING DATE:</b>	03/16/22 05:00 PM
<b>DESCRIPTION:</b>	

**City of Kodiak:** Kodiak is a home rule city with a council-manager form of government. The City of Kodiak is home to about 6,000 residents, with approximately 7,000 additional residents living in several communities on Kodiak Island. The economy of Kodiak is based on commercial fishing and seafood processing. Tourism, sport hunting and fishing, the aerospace industry, health care, and government employment also serve to strengthen Kodiak's economy. Kodiak is also home to the largest United States Coast Guard base in the nation. Kodiak is known the world over for its pristine and scenic beauty. Opportunities for outdoor sports and recreational opportunities abound with easy access to rivers, beautiful beaches, and hiking trails.

The City of Kodiak is recruiting for a full-time **Finance Director**. This executive-level position under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Finance and Information Technology (IT) department for the City of Kodiak. Responsibilities include, but not limited to: directing, coordinating, and managing all activities and staff of Finance and Information Technology (IT) department; oversees and monitors the financial condition of the City and its departments. The Finance Director is responsible for the efficient operation of the department and financial services to maximize cost-effectiveness, productivity, support to City departments, and service to the public; assists in the development of long- and short-range financial management priorities; oversees investment activities; and implements improvements to the City's administrative and financial internal control systems and procedures.

This position also performs a variety of complex professional, administrative, supervisory, and technical accounting and financial functions to manage and maintain fiscal systems and records; ensures conformance with government accounting standards and applicable laws; performs periodic and annual financial reporting, budget preparation and oversight, billing and collections, and treasury management; provides for general liability and other insurance coverage of City assets; and oversees annual auditing process.

The goal of the City of Kodiak government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Kodiak, the Kodiak City Code, and the citizens of Kodiak as represented by the City Council. As Director of the finance and IT department, the Director administers the department's operating and capital budget, and manages the staff of the department in furtherance of the City's goals. On own initiative or by direction of the City Manager, the Director ensures implementation of City Council policies and direction by planning, implementing, and evaluating the department's activities, programs, and facilities. The Director must perform these duties in a manner that reflects positively on the City and the finance and IT department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the finance and IT department.

## **EXAMPLES OF ESSENTIAL DUTIES:**

- Plans, manages, organizes, and directs all services and activities of the Finance and IT department including the administration of City and department policies, procedures, programs, goals and objectives; long-range planning, financial management, and strategic plan implementation and management.
- Directs and oversees professional and administrative staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring any performance deficiencies are corrected; assigning projects and programmatic areas of responsibility; ensuring that employees follow policies and procedures; ensuring staff are trained; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Leads and manages IT employees in the development of information technology plans, technology migration plans, disaster recovery plans, and new technology acquisition and implementation.
- Prepares and develops annual budgets and capital improvement programs for the City in conjunction with the office of the City Manager and the City Council.
- Establishes and administers necessary and required accounting control systems in conjunction with approved Federal and State grants.
- Develops, prepares and monitors expenditures associated with department budgets, grants, and other funding sources for programs and operations.
- Develops financial policies, procedures and guidelines, including necessary ordinances and provides for their implementation.
- Oversees the procurement policy and implementation; monitors expenditures to ensure compliance with budget.
- Prepares strategic plans and develops and executes special projects impacting department operations and activities; develops, implements and evaluates programs/projects in accordance with City and department plans and policies.
- Oversees the preparation of annual financial report and annual audit; drafts letters of transmittal, management discussion and analysis; and ensures compliance with applicable Governmental Accounting Standards Board (GASB) pronouncements.
- Reviews and develops investment policies for the investment of the City's funds, operating reserves; manages cash flow and investment program in accordance with guidelines.
- Manages and administers debt service accounting functions, including timely bond and loan payments; and oversees preparation of debt payment information and other cost analyses. Works with Alaska Municipal Bond Bank Authority to analyze bond issues for possible refunding savings. Coordinates and provides all necessary information for new bond issues; and invest and disburse proceeds.
- Manages the City-wide liability insurance coverage and claims, and acts as the City's Risk Manager. Administers City-wide insurance to ensure appropriate levels of risk exposure; reviews insurance coverage and provides for general liability and other insurance coverage of City assets.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities to gain operational and cost efficiencies through policy change, to include outsourcing, functional consolidation, and divestment; directs the implementation of changes.
- Represents the City and finance department to other departments, elected officials, other agencies, committees, and organizations including making presentations, and participating in meetings; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Responds to and resolves complex and sensitive citizen inquiries and complaints; arbitrates customer service billing issues.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

High school diploma or General Education Development (GED) and Bachelor's degree in accounting, public administration, business administration, or related field; eight to ten years of progressively responsible professional finance experience; including at least five years of executive management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:**

- Valid Alaska Driver's License or ability to obtain within 30 days of hire

**LICENSING PREFERRED:**

- Certified Public Accountant (CPA)

**\*\*\*Starting salary is based on qualifications and experience.\*\*\***

**SUPPLEMENTAL INFORMATION:**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, finger dexterity, grasping, lifting, talking, hearing, seeing, balancing, stooping, kneeling, and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Functions of this position require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of computer keyboard; ability to speak and hear to exchange information; and ability to operate a vehicle to travel to various locations.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**WORKING CONDITIONS:**

Most work performed in routine office environment with some out-of-office duties required. Non-traditional work hours are necessary, including working extended hours including evenings and weekends. Required to attend City Council or other public meetings as assigned. Some travel may be required.

**Interested individuals should submit:**

- **Completed application**
- **Letter of interest**
- **Resume**
- **Professional References**

Kodiak, AK 99615  
907-486-8653

[hr@city.kodiak.ak.us](mailto:hr@city.kodiak.ak.us)

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