



# Fairbanks North Star Borough

## Human Resources

HumanResources@fnsb.gov  
Main: (907) 459-1202  
Fax: (907) 459-1187

**POSITION TITLE:** Chief Financial Officer  
**STATUS:** Regular Full Time  
**SALARY:** Level V, Negotiable  
\$105,005.00+, DOE  
**FLSA:** Exempt  
**PCN:** FS50002  
**UNION STATUS:** 00 Non-Represented  
**REPORTS TO:** Chief of Staff  
**POSITIONS SUPERVISED:** Controller  
Treasury & Budget Manager  
Health & Social Services Administrator  
Special Assistant to the CFO

**Closes:** **05/16/2022** **9:00 PM AK**

### **BASIC FUNCTION:**

The incumbent, reporting to the Chief of Staff, is the senior financial official and custodian of public funds for the Fairbanks North Star Borough and is responsible for providing strategic leadership, supervision and administrative direction for all financial activities of the Borough. Ensures that financial plans and policies align with established values and priorities of the community. Demonstrates commitment to transparency and compliance with rules, regulations and generally accepted financial management and accounting practices. Exercises initiative and independent judgement in planning and executing work.

### **TYPICAL DUTIES:**

1. Provide executive oversight to Borough government financial functions. Ensures all financial transactions occur accurately and timely and are properly recorded and reported. Ensures all accounts for appropriations and revenue are accurately maintained and monitored.
2. Ensures development of financial policy documents, such as annual operating and capital budgets, long term plans, tax levies and caps and system of internal accounting controls.
3. Oversee investment of Borough funds and manage investments prioritizing safety of principle, liquidity and rate of return objectives.
4. Oversees the compliance with State of Alaska funded Health & Social Services Community Matching Grant programs, Community Assistance Programs Legislative grant appropriations and other state related financial programs that benefits the



Borough.

5. Negotiate cooperative agreements with other government entities. Manage bond sales and other financing plans.
6. Confer with Mayor on all financial matters affecting the borough, including providing financial analysis, input and recommendations for collective bargaining.
7. Ensures Borough financial practices are in compliance with local, state and federal law.
8. Evaluate long range economic trends and recommend financial strategies to retain the Borough's strong financial position.
9. Represent the Borough at meetings and hearings as appropriate. Ability to meet at various locations on short notice.
10. Make presentations and provide training to non-financial audiences.
11. Oversee development of internal control policies, guidelines and procedures for activities such as budget, administration, cash and credit management and accounting.
12. Direct a continuing review of finance policies and accounting practices to ensure their correctness, appropriateness and conformance to generally accepted accounting principles (GAAP).
13. Analyze financial statements and reports and provide strategic guidance to policy makers.
14. Serves as administrative hearing officer for tobacco excise tax appeals.
15. Lead teams that evaluate and streamline business processes that continuously improve efficiency and effectiveness of Borough financial management; accountable for the successful implementation of new financial systems and major modifications to existing financial systems.
16. Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

1. A bachelor's degree in finance, accounting, public administration, or economics from an accredited institution is required. An advanced degree in a finance or administrative discipline and a Certified Public Accountant (CPA) designation is preferred.
2. Seven (7) years experience as a professional finance manager or supervisor, at least three years of which must have been at a management level in a public agency.
3. Must have and be able to maintain a valid driver's license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If 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 background and experience in public agency budget development, public sector treasury and investment management and operations of automated financial management systems.
2. Demonstrated ability to effectively communicate and foster positive relationships with senior government officials, high-level private sector managers; staff and the general public.
3. Excellent oral and written communication skills. Ability to prepare comprehensive reports and present ideas clearly and concisely, both orally and in writing.
4. Ability to maintain confidentiality.
5. Ability to provide strategic leadership and apply independent judgment on a consistent basis.
6. Ability to maintain professional knowledge of current and emerging financial principles, practices and ethical issues.
7. Ability to procure and maintain, for the benefit of the borough, a public official bond, in an amount not less than \$1,000,000. (The borough will pay the premium for this bond).

## **OTHER**

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

## **JOB CONTACTS:**

Mayor, Assembly, Service Area Commissioners, State and Federal Agencies. All levels of Borough and School District management, employees and the general public.

## **JOB RESPONSIBILITY:**

See basic functions and typical duties.

## **WORK ENVIRONMENT:**

Private office where conditions are pleasant, good and clean. Conditions where accidents/hazards are negligible; requires short periods of light lifting, pushing or pulling (1-26 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](http://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/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**