

JOB DESCRIPTION

FINANCE OFFICER - Director of Finance

Pay Range: \$59,690.02 - \$92,598.74 annually

Starting Pay: \$59,690.02 - \$72,553.52 annually - DOE

JOB DESCRIPTION

POSITION TITLE: **FINANCE OFFICER** – Director of Finance

Serves at the discretion of the City Manager

SUPERVISOR: CITY MANAGER

CLASSIFICATION: EXEMPT

CLOSING DATE: OPEN UNTIL FILLED – FIRST REVIEW 11/20/2015

POSITION SUMMARY: Position serves at the discretion of the City Manager, functions as Finance Director with responsibility for all operations of the Department of Finance.

ESSENTIAL FUNCTIONS:

1. Plan, direct, manage, supervise, and coordinate the operations of the Finance Department including the development and implementation of written policy procedures, work standards, goals and objectives, and assure a financial and accounting system which meets or exceeds professionally accepted standards for a governmental accounting system.
2. Prepare periodic financial reports required by law or regulation, in connection with all City finance matters.
3. Supervise the City's payroll operations.
4. Oversee accounts payable, accounts receivable, lease invoicing, utility billing and other aspects of the Finance Department.
5. Prepare and submit all Federal and State grant reports.
6. Provide technical support to Department Heads.
7. Assist City Manager in preparation of the annual budget.
8. Oversee the budgetary, revenue collection, disbursement, investment, asset management, insurance and risk management requirements of the City.
9. Prepare paperwork for annual audit and oversee the process.
10. Evaluate, develop, implement and maintain performance of internal controls for financial and cash handling matters.
11. Prepare analytical, accounting, and management reports as required by City Manager and Council.
12. Supervise and train personnel as directed.
13. Ability to communicate effectively both orally and in writing with individuals of diverse backgrounds.
14. Ability to represent the City in presentations or negotiations, and the ability to facilitate group processes, implement effective problem solving solutions, and build consensus among competing interests.
15. Ability to establish and maintain effective professional working relationships with elected officials, department heads, employees of other agencies, members of the news media and the general public.
16. Must perform work duties in an organized, accurate, timely manner.
17. Must meet deadlines.
18. As condition of employment, successfully pass a drug test prior to beginning work and be subject to a background check.
19. Eligible to work in the United States at time of hire, and maintain such eligibility during employment.
20. Must have the ability to write/print legibly.
21. Must treat the public with tact and courtesy.

22. Must be punctual and reliable.
23. Ability and willingness to attend evening and weekend meetings as necessary.

OTHER RESPONSIBILITIES:

1. Work directly with the City Manager in matters of significance and participate in meetings.
2. Regularly attend City meetings and provide information as required.
3. Assume other duties and responsibilities as assigned.
4. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND ESSENTIAL SKILLS REQUIRED:

1. Bachelor's degree in Finance or related subject preferred. Experience in finance and accounting may be substituted for education.
2. Whittier residency required.
3. Strong computer and software skills required.
4. Strong Financial skills required.
5. Minimum of four (4) years of professional experience including three (3) years in finance management required.
6. Valid State of Alaska driver's license with a driving record acceptable to the City's insurance carrier required.
7. You will be required to walk; reach with hands and arms; stoop; kneel. The employee is frequently required to talk and hear; stand; sit; use hands to handle, or feel. Specific vision abilities required by this job include close vision and depth perception. The majority of duties will be performed at a computer workstation.
8. You will be required to research, read, and understand complex issues; attend evening and lunch time meetings.
9. You will be required to travel occasionally, using a City vehicle, or use air and/or water transportation, for travel to out of town meetings and functions.
10. Municipal experience preferred.
11. Previous experience using Caselle financial software preferred.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the job duties. 10/15

To Apply: A complete Job Description, Employment Application, and Authorization to Release Information can be located on the city website. Please submit a complete cover letter, resume and signed application including five references, and a completed, signed and witnessed authorization to release information, by December 4, 2015, to: City Manager; by mail to P.O. Box 608, Whittier, Alaska 99693; or by e-mail to citymanager@whittieralaska.gov. Website: www.whittieralaska.gov. Contact: City Manager at citymanager@whittieralaska.gov with any job specific questions.