



THE CITY OF WHITTIER

Gateway to the Western Prince William Sound
P. O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

JOB DESCRIPTION

FINANCE OFFICER - Director of Finance

Pay scale commensurate with experience + Benefit package

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

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. Strong computer and software skills required.
3. Strong Financial skills required.
4. Twelve (12) years of professional experience in finance management preferred.
5. Valid State of Alaska driver's license with a driving record acceptable to the City's insurance carrier required. You will be required to research, read, and understand complex issues; attend evening and lunch time meetings.
6. 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.
7. Previous experience using Caselle financial software preferred.
8. Must be insurable under the City's theft and misconduct insurance policy during the entire term of employment with the City.
9. 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.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties

To Apply: An 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, immediately, 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.

The City of Whittier is an equal opportunity employer and a drug free workplace

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