

Position Description: Director of Finance

Service Type: Administrative – Level 7

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of finance is responsible for the operation, management and administration of the finance department as set forth in KPB Chapter 2.28.

Minimum Qualifications: A bachelor's degree in finance, business administration or accounting and 10 years progressively responsible experience in governmental finance, five of which were in a supervisory capacity. Additional requirements include an expertise in the analysis of budgetary development; a background in information systems; knowledge of law pertaining to municipal finance, bond sales requirements, and investments; a general knowledge of municipal law; and experience in purchasing. Must be able to interpret detailed financial information concerning borough finances and skills in organizing and presenting that information. Finally, the ability to establish and maintain effective working relationships with elected officials, department heads, subordinates, the media and general public is required. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Administers the financial department.
2. Records in a useable manner the amount of money the borough has received and expended, or expects to receive and expend and become obligated for, in a given period.
3. Supplies information that will assist to formulate and implement programs of public service.
4. Supplies timely and sufficient information that will assist the executive and legislative branches of the government and the people in general in appraising the adequacy of borough programs and the efficiency of their administration.
5. Plans, organizes and directs the financial planning and financial administration of the borough.
6. Supervises the requesting of departmental budget estimates and submits them in preliminary form to the mayor.
7. Estimates revenues and probable tax yields.
8. Directs and participates in the review of all financial transactions and controls the expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures.
9. Provides administrative supervision of the central accounting and treasury activity, including the preparation of varied financial reports; supervises central payroll, tax collections and investments of the borough and school district funds.
10. Participates extensively in the development and implementation of municipal financial policies; attends assembly and department head meetings to explain financial matters.
11. Administers all bond sales for the borough.

12. Supervises the annual audit.
13. Performs internal audits and such other duties as may be required by the mayor.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.