

Aleutians East Borough Job Description

Finance Director (King Cove, AK)

Job Summary

- Serves as the Borough's Finance Director and exercises responsibility for the overall management of the Borough's financial program.
- Abides by suitable professional standards and maintains confidentiality as appropriate while carrying out the major duties and requirements of this position as articulated in this job description.

Major Duties

- Acts as the custodian of all municipal funds.
- Supervises and directs the state of the Finance Department including payroll, accounting, accounts payable and accounts receivable.
- Maintains the operations of the Borough's accounting system via the development and review of documented accounting procedures.
- Oversees the general insurance program; submits claims and renewal applications.
- Collaborates the Borough Administrator on the development of the Borough's annual operating and capital budgets.
- Monitors and reports on the financial aspects of State and Federal grants.
- Assists external auditors by providing the needed data for the annual financial statement and single audit and responding to enquiries.
- Serves as the Treasurer of the Borough.
- Monitors Borough Bonds
- Responsible for maintaining the Fund Accounting system of the Borough through proper use of the Chart of Accounts in the accounting system.
- Responsible for maintaining a listing of all Borough property purchased with Borough funds.
- Certifies all appropriation encumbrances as to availability of appropriation balances and funds.
- Prepares and submits to the Mayor and the Assembly monthly financial reports, and other such financial reports and data as may be required.
- Performs such other duties as the Mayor may require.

Job Requirements

- Minimum of a Bachelor's degree required in a course of study related to this position with an emphasis in accounting. Master's degree is preferred.
- In lieu of the above, a combination of education and experience sufficient to demonstrate a mastery of the diverse duties of the position. This will be interpreted as a minimum of five years of related experience and education. Three years or more of municipal management experience. Prefer prior experience with an Alaska municipality.

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- Ability to be bonded.

Skills

- Knowledge of the principles and practices of public finance, budgeting and governmental accounting.
- Knowledge of the principles and practices of computerized financial information management.
- Knowledge of governmental auditing standards and procedures.
- Knowledge of grant administration and accounting.
- Skill in utilizing financial computer software programs.

Work Environment

Work is performed in an office environment and consists of desk work utilizing a computer, phone and other office equipment. Limited travel within and outside the Borough may be necessary.

Supervisory Control/Responsibilities

The Mayor assigns and supervises work in terms of goals and objectives; however, the Mayor may delegate this responsibility to the Administrator. Work is reviewed through reports, observations of the Finance office's performance and the annual, independently performed audit and management review.

The Finance Director supervises the Borough Accounting Clerk position.

Compensation

This is a regular, exempt, full-time, salaried position. Normal work hours are 8:00 a.m. to 5:00 p.m., with one (1) hour off for lunch, Monday through Friday. The salary range is from \$73,000 (\$35.09 per hour) to \$90,000 (\$43.26 per hour), depending on experience. This position includes customary AEB benefits for permanent employees (PERS retirement, health coverage for employee with coverage for family members available at employee's expense, paid holidays, paid vacation, workers' comp, etc.). The borough does not participate in social security deductions but a deferred income, retirement benefit is available to all employees.

APPROVED:


Borough Administrator

6/1/2022
Date