



Bristol Bay Borough

Job Description

**Post in house with
Simultaneous Public posting
3/12/19. Closing on 4/15/2019 Submit
resume, letter and application to
Borough Clerk by 4:30pm 4/15/19.**

Finance Director

Department: Finance

Immediate Supervisor: Borough Manager

Positions Supervised: Accounts Payable Clerk, Payroll Clerk, Accounts Receivable Clerk, Tax Clerk

Step Classification: Borough Salary Scale: \$89,068 to \$135,000

The Finance Director is responsible for oversight of the accounting, payroll, accounts payable, accounts receivable, tax and other responsibilities and activities within the Finance Department of the Bristol Bay Borough. Duties may include recommending and implementing goals, objectives, and procedures for the division, participating as a member of the borough management team to assist in developing and enforcing finance department and borough policies.

FIDUCIARY DUTY:

This is a senior officer position in the Borough government and entails fiduciary duties to the Borough.¹

QUALIFICATIONS:

Education: Bachelor's degree or higher from an accredited college or university with major course work in accounting, business administration, finance or a related field, or commensurate accounting, finance officer, business, and supervisory experience, preferably in a governmental or public agency setting, or a combination thereof.

¹ The relationship between public officials and the public is fiduciary in nature. A fiduciary is a person to whom property or power is entrusted for the benefit of another. Fiduciaries are under rigorous obligations that ensure compliance with their role responsibilities. These obligations include: (i) duty of care, (ii) duty of loyalty, (iii) duty of impartiality, (iv) duty of accountability, and (v) duty to preserve the public's trust in government.

Physical and Sensory Demands: The work is performed mainly in an office environment using standard office equipment and sitting for extended periods of time; standing and walking intermittently; bending, twisting, turning and reaching; lifting and carrying, pushing or pulling up to 35 pounds. Requires mental and physical ability; dexterity to operate computer; sight to read documents, computer screen, and inspect work; hear and speak well enough to converse on the telephone or in person.

DEFINITION:

Under general supervision, performs professional and technical accounting and auditing activities, including the preparation and maintenance of accounting records and reports, analysis of accounting systems, internal auditing, and preparation of special reports; monitors general ledger accounts; manages payable and payroll, accounts receivable, and tax notices and collections; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Finance Officer is expected to know Generally Accepted Accounting Principles and to perform or supervise the performance of the full range of professional accounting work in the Borough; to have a thorough knowledge of accounting systems and procedures; and the ability to exercise independent judgment within established systems and procedures.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from the Borough Manager or the Manager's designee. This position may exercise technical and managerial supervision over assigned support staff.

The Ideal Candidate:

The ideal candidate will have excellent interpersonal skills in order to work with all Borough Departments and all levels of employees. Desirable knowledge, skills and abilities include, but are not limited to:

- Ability to plan, install, review, and supervise the Borough's accounting and financial management systems and procedures
- Ability to plan, organize, direct, and evaluate the work of accounting professionals and office support staff to ensure fiscal matters are dealt with appropriately and correctly, reports are produced in a timely and accurate manner, and staff functions effectively and efficiently
- Ability to produce an award-winning Comprehensive Annual Financial Report
- Ability to work with a variety of levels of staff, develop working relationships, and effectively communicate complex financial data
- Experience acting as the agency liaison on external audits
- Knowledge of Governmental Accounting Standards Board Statements
- Knowledge of Internal controls, including how to perform reviews and evaluations of internal controls, how to perform risk assessments, how to design and implement control procedures

- Knowledge of Generally Accepted Government Auditing Standards practices and techniques of independent auditors
- Knowledge of principles of budgetary preparation, administration, and control
- Ability to review and verify the accuracy of financial data and information and associated legal documents and make sound, independent judgments within established guidelines

Examples of Duties

- Participates in the maintenance and analysis of general ledger accounts, and other accounting subsystems such as accounts payable, accounts receivable, tax, inventory, fixed assets, revenues and utility billing systems.
- Participates in the preparation of financial statements, schedules and other statistical and financial reports; prepares financial statements and various reports for federal and state agencies as well as for internal accounting purposes; assists management staff in preparing and reviewing fund balance projections.
- Examines, reconciles, balances and adjusts accounting records; reconciles and prepares bank reconciliation for multiple accounts.
- Explains charges to customers for Borough-provided services as needed.
- Prepares a variety of state, federal, and local claims, statements and reports from a variety of sources including computerized data, accounting records and other source documents.
- Interprets data and generates related statistical and fiscal reports; prepares and submits accounting information for data processing and inputs data.
- Establishes positive working relationships with representatives of community organizations, federal/state/local agencies and associations, Borough management and staff, and the public.

Desired Knowledge and Skills

Knowledge of: Principles and practices of governmental accounting and auditing and their application to municipal operations; laws, local ordinances and resolutions affecting municipal operations; principles and practices of municipal finance administration, including financial reporting, auditing, budget preparation and administration; principles and techniques of data processing systems; automated financial systems and computerized accounting applications; principles of supervision, training, progressive discipline and performance evaluation; conversion and implementation procedures; efficient program coding and file design techniques; system and program documentation concepts; modern office procedures, practices, methods and equipment; and techniques for providing a high level of customer service to public and Borough staff, in person and over the telephone.

Ability to: Manage and coordinate the work of supervisory, technical, professional and clerical personnel; select, supervise, train and evaluate staff, including train others in the operation and maintenance of financial systems; develop and implement new and improved accounting record keeping, auditing procedures for municipal operations, including new and improved financial accounting applications for finance management; perform routine accounting transactions and analysis; recognize and resolve accounting, auditing and internal control situations; examine and verify basic financial documents and reports; prepare a variety of budgets, financial statements,

and financial and statistical reports and analyses; recommend and implement changes in accounting and internal control procedures; reconcile financial documents and reports; analyze and interpret fiscal accounting records data, draw logical conclusions and make independent decisions; perform accounting transactions in accordance with GAAP and Borough procedures; prepare a variety of financial statements, reports and analyses; operate calculator, computer and a variety of spreadsheet, accounting program and software applications with proficiency; accurately interpret data processing reports; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical issues communicate clearly and concisely, both orally and in writing; maintain confidentiality of information; exercise sound, independent judgment within established procedural guidelines; establish and maintain effective working relationships with those contacted in the course of the work; work in a team atmosphere and participate on a variety of departmental and Borough-wide committees to enhance the provision of all Borough services; observe safety principles and work in a safe manner; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

ACKNOWLEDGEMENT

I understand the fiduciary and other duties and responsibilities of this job description.

Employee Signature

Date

This job description is accurate and has been reviewed with the employee.

Supervisor signature

Date

Assembly Approval November 5,2018