



P.O. Box 46
Kotzebue, Alaska 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

POSITION VACANCY

FINANCE DIRECTOR

IMMEDIATE SUPERVISOR: City Manager
POSITIONS SUPERVISED: Department of 6 positions

QUALIFICATIONS:

1. Bachelor's Degree in Accounting or Equivalent in experience.
2. A minimum of two (2) years experience in municipal government accounting required.
3. Three years supervisory experience. Rural Alaska experience preferred.
4. Ability to work effectively with the public, private corporations, and representatives of local, State and Federal agencies.
5. Ability to work effectively with minimal supervision.
6. Ability to work effectively in pressure situations and in a cross-cultural environment.
7. Excellent verbal and written communication skills are required.
8. Must have a valid Alaska Driver's License or obtain an Alaska Drivers License within 30 days of hiring.
9. Alaska resident preferred, but not required.

DUTIES:

1. Prepare monthly financial statements.
2. Prepare and administrate the City's annual budget and amendments for all funds and grants.
3. Provide administrative supervision for the Finance Department.
4. Approve purchase orders for all departments according to existing appropriations.
5. Approve all check requests prior to processing by Accounts Payable.
6. Prepare and administrate pay requests for all federal and state grants, working closely with granting agencies.
7. Provide administrative supervision for the City's investments.
8. Implement audit controls according to the latest auditing standards.
9. Work closely with external auditors in preparation of the annual audit.
10. Attend all City Council meetings.
11. Perform and/or assume other job or work-related duties as assigned by the City Manager.

SALARY: \$100,000 + D.O.E.

FULL-TIME/EXEMPT POSITION

OPENING DATE: August 24,2020

CLOSING DATE: Open Until Filled

INTERESTED PERSONS SHOULD SUBMIT THEIR APPLICATION OR RESUME TO:

**City of Kotzebue, ATTN: Jamie Lambert
P.O. Box 46, Kotzebue, AK 99752**

THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER.