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## JOB ANNOUNCEMENT

**Date:** December 2022  
**Positions:** Finance Director  
**Community:** Anchorage  
**Posting Ends:** Open until filled

<b>POSITION TITLE:</b>	Finance Director
<b>SUPERVISOR GROUP</b>	Executive Director
<b>WORKER CLASSIFICATION</b>	Employee
<b>OCCUPATIONAL GROUP</b>	Clerical
<b>WORKER STATUS</b>	Exempt
<b>SCHEDULE &amp; BENEFITS GROUP</b>	Regular Full-Time

### POSITION SUMMARY

This position provides the Executive Director and Board of Directors with relevant and legally required financial data necessary for budgetary and financial decisions; oversees the efficient and timely performance of all organizational accounting functions, including audits; and manages all accounting department staff.

### ESSENTIAL FUNCTIONS

Responsible for oversight of all AHA accounting functions. Responsible for developing and implementing accounting department goals, projects, procedures, methods, and controls. Ensures all financial records and systems are in accordance with Generally Accepted Accounting Principles (GAAP). Ensures that AHA is in compliance with HUD, State of Alaska, and any other applicable accounting regulations.

#### Specific duties include:

- Supervising the accounting department activities performed for accounts payable and payroll. Verifies and approves department timesheets and leave requests. Provides department performance reviews annually.
- Preparing timely and accurate monthly and quarterly financial statements and reports in accordance with AHA policy and any granting agency requirements.
- Ensuring overall accuracy of payroll, accounts payable, cash disbursements, accounts receivable billings, and cash receipts.
- Review and posting of journal entries and monthly admin allocation.
- Maintaining AHA's fixed asset list and processes depreciation; overall reconciliation of accounting records to physical inventories, statements and records for preparation of annual audited financial statements.
- Preparing annual general fund budget for BOC presentation and approval; provide quarterly financials for BOC presentation and monitoring financial activity to help department managers manage program budgets.
- Establishing and maintaining banking relationships; evaluating banking services, deposit accounts and loan accounts; approving remote transactions; investing funds; and ensuring efficient cash flow to meet obligations.
- Assuring accounting department staff are adequately trained and up-to-date financial processes are established.
- Maintaining accounting software and computers to assure correct and timely accounts payable, payroll and related functions; performing monthly reconciliation of Housing Data Systems to the general ledger.
- Coordinating AHA's liability and vehicle insurance; reviewing and approving insurance policies required for AHA activities; reviewing, approving, and posing monthly/annual transactions for insurance expenses.
- Ensuring computer security and maintaining backup systems.
- Maintaining complete contract files in compliance with AHA's policies.
- Tracking and recording procurement/bids for all purchases.
- Other duties as assigned by the Executive Director.

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## KNOWLEDGE AND SKILLS

- Knowledge of standard office policies and procedures.
- Knowledge of administrative principles and practices.
- Strong verbal and written communication skills
- Ability to work with diverse groups of people
- Clear understanding of and commitment to customer service
- Skill in using various financial software
- Strong organizational, filing, and record keeping skills

## EDUCATION AND EXPERIENCE

- Prefer CPA certification; minimum of bachelor's degree in accounting with auditing experience, Will consider combination of education and experience in accounting//finance related filed.
- Minimum of five years directly related work experience.
- Knowledge of non-profit fund accounting software and processes, audits, budgets, grant management, contract monitoring and reporting.
- Demonstrated competence in Excel / MS based systems.
- Skill in interpersonal relationships and working in team situations; ability to work with diverse people, organizations, and situations.
- High level of organizational skill; ability to handle multiple projects and adapt to shifting priorities.

## SUPERVISION EXERCISED

This position exercises direct supervision over assigned staff in the finance department for compliance with policies, procedures, and applicable state or federal regulations.

## WORKING CONDITIONS

This position primarily functions in an office environment with significant personal computer activity and is primarily sedentary in nature.

## OTHER REQUIREMENTS

A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job.

Participation in continuing education and training both provided by Aleutian Housing Authority (AHA) and not provided by AHA, whenever possible.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA's policies.

## GENERAL

The preceding job description is designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this job description at any time. This job description is not a contract for employment. By signing this document, the employee acknowledges that they fully understand that Aleutian Housing Authority is an "at will" employer, and therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Please email your application/resume to [kennedy.serr@ahaak.org](mailto:kennedy.serr@ahaak.org). AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>.