



JOB ANNOUNCEMENT

Date: March 10, 2017
Positions: Finance Director
Community: Anchorage
Posting Ends: Open until filled

JOB DESCRIPTION

| | |
|------------------------|-----------------------------|
| POSITION TITLE: | Finance Director |
| REPORTS TO: | Executive Director |
| STATUS: | Permanent Full-time, Exempt |

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.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification and not part of a series.

ESSENTIAL FUNCTIONS

Responsible for overall 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:

- I. Supervising the Accounting Department activities performed by the Accounts Payable and Payroll staff. Verifies and approves department timesheets and leave requests. Provides department performance reviews annually.
- II. Preparing timely and accurate monthly and quarterly financial statements and reports in accordance with AHA policy and any granting agency requirements.
- III. Ensuring overall accuracy of payroll and upload of payroll to ACH file to the bank, and accuracy of A/P, cash disbursements, A/R billings, and cash receipts.
- IV. Review and posting of journal entries and monthly admin allocation.
- V. 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.
- VI. Preparing annual general fund budget for BOC presentation and approval; monitoring financial activity to help department managers manage program budgets.

- VII. 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.
- VIII. Assuring Accounting Department staff are adequately trained and up-to-date financial processes are established.
- IX. 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.
- X. 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.
- XI. Ensuring computer security and maintaining backup systems.
- XII. Maintaining complete contract files in compliance with AHA's policies.
- XIII. Tracking and recording procurement/bids for all purchases.
- XIV. Other duties as assigned by the Executive Director.

POSITION REQUIREMENTS:

- Prefer CPA certification; Minimum of Bachelor's degree in accounting with some auditing experience, plus five years of work experience. Will consider combination of education and experience in accounting / finance related field.
- 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.

WORKING CONDITIONS

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

Please email Isabel.velez@ahaak.org your application/resume. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>