**RECRUITMENT BULLETIN**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB TITLE:** | Finance Director | **SALARY:** | $90,000 + DOE |
| **JOB STATUS:** | Full Time, Exempt | **REPORTS TO:** | CFO |
| **POSTING DATE:** | January 31, 2020 | **CLOSING DATE:** | February 14,2020 |

**POSITION SUMMARY:**

Under general supervision, provides routine and some advanced accounting duties related to the Finance department to include the processing of invoices, check requests, purchase orders, account receivables, account payables, payroll, account reconciliations and financial reporting in an accurate and timely manner.

**ESSENTIAL FUNCTIONS:**

1. Supervise the Accounts Receivable Specialist, Procurement Coordinator, and Accounting Specialist staff and assist with performance of their duties as needed. Provide training and direction, analyze workload, determine priorities and schedule time off to ensure coverage. Conduct staff evaluations on an annual basis and as needed. Provide hiring and firing recommendations to the President and CFO.
2. Monitor staff work product for timely completion, adherence to company policies and maintain required internal controls.
3. Review and approve payroll batches prior to posting and payment to ensure compliance with accounting policies and procedures and accuracy of account codes. Ensure payroll fringe rate calculations are updated as needed.
4. Ensure payroll, payroll reports, reconciliations, W-4’s and 1099’s are completed timely.
5. Review and approve accounts payable batches prior to posting and payment to ensure compliance with accounting policies and procedures and accuracy of account codes. Ensure accounts payable and travel transactions are processed timely.
6. Process accounts payable payments bi-weekly and as needed.
7. Update chart of accounts as needed.
8. Review trial balance and reconcile assigned balance sheet accounts. Monitor outstanding checks, monthly. Prepare any necessary corrections for CFO approval.
9. Provide technical assistance to program directors in budget preparation, monitoring, expense projections and grant close out in conjunction with the Revenue Accountant.
10. Receive cross training on CFO duties and act in the absence of the CFO.
11. Provide financial orientation for supervisors.
12. Responsible for organizing regularly scheduled financial based training for staff.
13. Assist with coordination and facilitation of the annual audit.
14. Other duties as assigned by the Chief Financial Officer, VP of Operations and the President/CEO.

**Required Qualifications**

1. BA in Business or Accounting or related field, or 10 years of proficient finance work experience. Comparable work experience may substitute for the degree requirement on a year for year basis.
2. Must possess extensive computer knowledge and skills in internet usage, MIP, Word, Excel and Windows.
3. Knowledge of basic accounting principles essential.
4. Must be attentive to detail and perform accurate work under numerous time constraints.
5. Must be dependable, self-motivated and able to work with minimal supervision.
6. Must possess basic office skills.

**Preferred Qualifications**

1. Preferences for a Bachelor’s degree plus an intellectual interest and aptitude to develop a solid

understanding of Housing Authority Management.

1. Eager and able to work effectively under pressure with short time constraints and in relatively

ambiguous and complex situations, as well as the ability to adjust direction in response to changing

work situations.

1. Knowledge of and application of Generally Accepted Accounting Principles and governmental accounting practices.
2. Ability to perform variance analysis of budgeted accounts.

**FOR MORE INFORMATION OR TO APPLY:**

Application and full Job Description can be downloaded from the website [www.bsrha.org](http://www.bsrha.org), picked up the BSRHA Office: 1008 East Front Street, Nome, Alaska, or by emailing [HR@bsrha.org](mailto:HR@bsrha.org). Applications may be turned in, mailed, faxed or e-mailed to BSRHA.