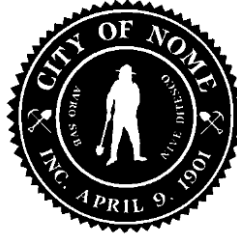


**Mayor**  
Richard Beneville

**City Manager**  
Glenn Steckman

**City Clerk**  
Bryant Hammond



**Nome City Council**  
Jerald Brown  
Doug Johnson  
Mark Johnson  
Adam Martinson  
Jennifer Reader  
Meghan Topkok

102 Division St. • P.O. Box 281  
Nome, Alaska 99762  
Phone (907) 443-6601  
Fax (907) 443-5345

## **JOB OPENING**

**The City of Nome is accepting applications for:**

**Position:** FINANCE DIRECTOR

**Salary:** \$95,000-\$120,000, DOE; attractive benefit package including insurance, personal leave accrual, retirement, etc.

**Hours:** Full Time – Exempt

**Summary:** This position is responsible for the organization, administrative direction and control of the finance department. Specific responsibilities include insuring compliance with state and federal accounting standards and local accounting policies, insures accuracy of general ledger and subsidiary ledgers, responsible for financial planning, prepares annual budgets in cooperation with all City departments, grant management-reporting, other related work as needed or assigned. This is a “hands on” position.

**Qualifications:** Bachelor’s degree (B.A.) in Accounting, Business Administration or Public Administration preferred, and/or 5-7 years related experience demonstrating an increasing level of responsibility; OR an equivalent combination of education and experience; OR registered as a Certified Public Accountant in the State of Alaska.

**Closing Date:** January 17, 2020

Visit [www.nomealaska.org](http://www.nomealaska.org) for job description

Send completed City of Nome Employment Application, cover letter and resume

to: [manager@nomealaska.org](mailto:manager@nomealaska.org)

**The City of Nome is an Equal Opportunity Employer**

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Date ad placed: December 17, 2020

\_\_\_ All City Depts.

\_\_\_ Job Service

\_\_\_ Nome Nugget

\_\_\_ GCI Cable

\_\_\_ KICY

\_\_\_ KNOM


\_\_\_ Alaska Municipal League/Municipal Finance Officers Association

[www.nomealaska.org](http://www.nomealaska.org)

**CITY OF NOME, ALASKA**  
**Job Description**

**Finance Director**  
**Finance Department**

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<b>Department:</b> Finance	<b>Salary:</b> Negotiated
<b>Reports to:</b> City Manager	<b>Approved by:</b> 
<b>Supervises:</b> Accounting Technician(s) Acct/Payroll Technician	<b>Date:</b> 12/16/19
	<b>Status:</b> Exempt

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**Summary:**

This position is responsible for the organization, administrative direction and control of the finance department, and reports directly to the City Manager. The Director is also “hands on” and an individual contributor to the Finance Department’s team.

**Essential Duties and Responsibilities:**

Directs financial management and accounting systems of the City, maintains internal controls and assures state and federal accounting standards are met. Thorough understanding and application of GAAP including knowledge and application of standards issued by GASB.

Responsible for financial planning, investments, debt service and cash management. Assists with bonding proposals and implementation as established by the Nome City Council.

Prepares and manages City Budget Document in cooperation with all City departments, provides necessary revisions throughout fiscal cycle and presents financial information to the Council.

Reports promptly and correctly on all revenue and expenditures. Must have considerable knowledge and experience with integrated financial management information systems, payroll, accounts payable, and accounts receivable functions.

Establishes purchasing policies and procedures, with approval of City Manager and maintains compliances with GAAP and GASB.

Responsible for insuring financial compliance with Federal, State and Municipal laws, as well as timely financial reporting, management and compliance with all grants.

Oversees City of Nome fixed asset accountability system.

Works closely with City Clerk, Emergency Services, and the Port of Nome in preparation and collection of various bills and receivables.

In preparation for the annual audit; coordinates all audit activities with the auditing firm, provides on site coordination with audit staff. Prepares audit letters and other documents as required.

Performs other related work as needed.

**Supervisory Responsibilities**

Have well developed supervisory, interpersonal, and team-building skills. Directly supervises employees in the finance department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelors degree (B. A.) from college in accounting, business administration, public administration; and four years related experience; or equivalent combination of education and experience; or registered as a Certified Public Accountant in the State of Alaska.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, co-workers, clients, customers, and the general public.

**Mathematical Skills:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Extensive knowledge of principles and practices of local government accounting, investments of public funds, ordinances and statues governing the receipt, accounting, disbursement and investment of public funds; supply and purchasing methods and procedures.

Ability to function with a high degree of independence, lead a staff of professional, technical and clerical personnel, serve as the expert financial advisor to the Manager and the Common Council.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, ad the ability to adjust focus.

**Public Relations:**

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.