

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: November 7, 2016
Closing Date: Until Filled

POSITION: Executive Director of Finance
LOCATION: Barrow, Alaska
REPORTS TO: President
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m..
COMPENSATION: \$114,663.78 DOE + Benefits Exempt Position

JOB DESCRIPTION: Under the supervision of the President, the Director of Finance provides administrative leadership and management for the Office of Finance staff and operations. As an executive member, the Director of Finance serves as a member of the President's Advisory Council (PAT) and collaborates with upper level leadership to ensure the delivery of high quality service; Develops, recommends, and implements guidelines, processes and procedures for the College's business and financial functions, allocating resources according to the College's mission, goals and plans; Assists in the development and implementation of a strategic financial plan consistent with the College's mission and goals; creates appropriate forecasts and contingencies for administrative consideration and approval; Establishes, and continually applies, a system of internal controls which will ensure legal/fiscal compliance with laws, rules and generally accepted practices applicable to the operation of the College; Represents the department through participation in campus meetings and special projects; Conducts financial analyses and prepares reports necessary for the effective management and operation of the College; Assists in the planning and development of proposed operating budgets for the fiscal year; responsible for seeing that approved budgets are implemented and approves all expenditures; Responsible for the collection, safeguard and investment/proper use of local, state, federal and other funds; Supervises the Business Support Services division; Supervises the Grants Administration division; Assists in the development and oversight of state, federal and foundation proposal development and grant administration; Reviews costs in overall College operations; reviews periodic fluctuations in costs of doing business and providing student services, the adequacy of program margins and fund account levels, and interprets such trends in terms of desirable development; Reviews financial grant forecasts, system needs studies, statistical reports, and departmental requirements to audit performance to ensure compliance with grant standards and College policy; Initiates or directs the planning and implementation of operational policies essential to the College's financial efficiency and effectiveness; Routinely audits Business Support Services activities and performance to ensure compliance with College policies and all applicable accounting/financial standards; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and performs other duties as required.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent in Business, Accounting, Finance, or related field; Minimum of ten years of demonstrated professional accounting, business, financial and managerial work experience; Minimum of five years of demonstrated professional work experience with computerized fund accounting software; Demonstrated familiarity with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) in a fund accounting non-profit environment; Demonstrated familiarity with IRS regulations, State of Alaska statutes, OMB Circulars, and Federal rules and regulations; Demonstrated knowledge of federal, state and private grant reporting requirements; Minimum of five years demonstrated professional work experience in the preparation of annual financial statements; Minimum of five years demonstrated professional work experience in the preparation of annual budgets; Minimum of five years demonstrated professional supervisory experience and skill in coaching and teambuilding; Ability to prioritize new and ongoing projects and meet deadlines in a fast paced working environment; Excellent oral, written, interpersonal, and presentation communication skills; Demonstrated computer skills in MS Word and Excel; Demonstrated ability to interact effectively in a multicultural environment; Ability to travel periodically; Ability to pass a pre-employment background check; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Certified Public Accountant or Certified Managerial Accountant; Minimum of five years demonstrated work experience in post-secondary educational and/or government administration; Valid driver's license; and demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described 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 required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions 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; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iisagvik College is a Drug Free Work Place and Equal Opportunity Employer-