



Director of Finance

This position description is intended to serve as a living document, meaning it will be revised and improved as appropriate. This position is based in Juneau, Alaska.

Job Purpose/Duties

This position will be responsible for managing all day-to-day activities for finance and accounting within the corporation. Job specific duties will include making high-level decisions, performing, and overseeing accounting duties such as accounts payable, accounts receivable, producing reports, developing dashboards, enforcing internal accounting, and ensuring compliance with Generally Accepted Auditing Standards (GAAS), federal and state tax compliance/reporting. Business development duties may include supporting the CEO with leadership and supervision responsibilities as well as developing strong relationships with external business vendors, partners, and associates.

This position reports to the Chief Executive Officer.

Qualification Requirements

Education and Experience

- Bachelor's degree in Accounting, Business, Finance or equivalent from an accredited institution
- Five or more years of experience working in finance or accounting
- Current CPA and/or Master's degree in Finance or Accounting - preferred
- Experience with government contracting, mergers, acquisitions, and joint ventures - preferred
- Experience with Alaska Native Corporations - preferred

Skills and Abilities

- Ability to work with CEO, Business Analyst, board, other employees, and external entities in a professional, respectful, and collaborative manner.
- Ability to foster and maintain professional relationships and contribute to a positive working environment.
- Ability to pass a pre-employment background check and drug/alcohol screening.
- Compliance with all employee policies.
- Excellent written, verbal, analytical, and interpersonal skills.
- Ability to analyze data, prepare budgets and financial models, charts, graphs, reports, etc.
- Intermediate to advanced knowledge of computer hardware, software, and other applications
*including but not limited to Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Teams, etc.) and ERP software.

Work Environment and Physical Demands

- This position operates in an office environment. Standard office equipment such as computers, copiers, scanners, phones, etc. will be routinely utilized.
- This position is generally sedentary; however, there will be some filing and other organization involved in some daily tasks, which may require lifting up to 25 pounds, bending, standing, etc. in order to maneuver.
- This position may require intermittent travel, including travel by small plane.