

## JOB VACANCY ANNOUNCEMENT

Opening Date:	April 2, 2019	Closing Date:	Until Filled
Position:	<b><u>Vice President of Finance</u></b>	Reports to:	President/CEO
Salary/Wage:	\$220,000 – \$237,952/ DOE	Department:	ASNA Administration
Hours:	Monday – Friday; 8:00am – 5:00pm	Location:	ASNA Main Office

### **Brief Summary:**

The Vice President of Finance provides strategic leadership, establishes the organization's overall financial environment, and directs all finance functions in accordance with ASNA standards. Goals of the Vice President include promotion of maximum self-determination of member villages, protection of trust resources, as well as community and individual development. The Vice President functions in a leadership role at the executive level and is responsible to the ASNA President/Chief Executive Officer.

### **Qualifications:**

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

### **Education and Experience:**

- Bachelor's degree in Business Administration with an emphasis in either finance or accounting.
- A minimum of 5-7 years of relevant experience in supervisory capacity.
- A minimum of 10 years of accounting related experience.
- Oversight of minimum of \$10 million in revenue.

### **Certification and Licensure:**

- Certified Public Accountant license or MBA required.

### **Essential Job Functions:**

- Works closely with the ASNA Board of Directors, the President/CEO and Executive Team to develop and implement financial strategies. Works with the leadership to communicate goals and financial operational performance matters of the organization with all stakeholders as prescribed by the President/CEO.
- Directs and manages all financial departments, oversees allocation of resources and the development of the annual budget.
- Reviews and monitors financial reporting requirements with regard to all ASNA programs, grants and contracts.
- Implements policies and procedures and oversees risk management processes designed to ensure that proper controls are in place to protect the organization's assets.
- Works closely with the President/CEO in negotiating vendor contracts and reviews other financial agreements to ensure compatibility with ASNA's goals and standards.
- Monitors projects budgets, and ensures that reports are filed on a timely basis, maintains the financial well-being of the organization, and reliably reflects the financial position of ASNA.
- Assists the President/CEO in the development of short and long range operations planning which may include financial analysis of available resources.
- Serves as ASNA's representative to funding agencies regarding financial matters and compliance issues under contracts and compacts.
- Oversees, reviews and assists program and department managers who are responsible for financial budgets for all ASNA programs to establish a clear understanding of budget items and procedures for expending funds.
- Supervises and evaluates subordinates in the performance of their duties by guidance and written evaluations in a routine and timely manner.
- Directs and timely submission of all financial data associated reports required by government and other regulated agencies including payroll tax reports, public disclosure reports, and third party cost reports.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

*Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.*