

Tagiugmiullu Nunamiullu Housing Authority

PO Box 409 Barrow, Alaska 99723

JOB DESCRIPTION

Job Title:	Fiscal Officer	Division: Accounting & Finance
Reports to:	CEO	Supervises: Accounting & Finance
Classification:	Regular	Date Revised: August 2017
Safety Sensitive:	No	FLSA/AWHA Status: Exempt (Administrative)
Work Schedule:	Full-Time	Occupational Code: 11-1021
		Salary: DOE (\$82,500 to \$98,900)

Job Summary:

Directs and oversees all financial, accounting, procurement/contract administration and administrative activities of the agency, including FIS, comprehensive insurance, risk management, employees' compensation and benefits. This position is also responsible as Chief Financial Officer, Contracting Officer and Administrator of TNHA's Management and Accounting Software.

Essential Duties and Responsibilities:

- May recommends appropriate changes in personnel systems and procedures to promote greater efficiency, cost savings, or other benefits to the agency.
- Applies fiscal controls, risk management, personnel policy and manual within the agency; advises the CEO, management team, Board of Commissioners of relevant fiscal information, including budgets, cash flow projections, and risk assessment.
- Evaluates and procures insurance coverages required by the agency, including modern trends in safety, loss control, risk management, flexible benefits, and cost containment strategies to safeguard TNHA assets, its Board members, officers and employees.
- Administers various employee benefit programs, such as group insurance, life, basic hospital, medical and dental, accidental, disability insurance, PERS and other approved TNHA retirement plans.
- Evaluates and compares existing agency's benefit plans with those of other employers by analyzing other plans, surveys, and other sources of information. Plans, develops, and/or participates in area and industry surveys. Analyzes results of surveys and develops specific recommendations for review by the Executive Director and Board of Commissioners.
- Coordinates personnel procedures to initiate benefits such as PERS, disability insurance, medical and life insurance; acquires and implements new benefit programs, arranges and conducts employee's information presentations and enrollments.

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- Develops and maintain information system for timely and accurate recording of losses, claims, insurance premium, and other risk-related costs and experience factors.
- Oversees investment of funds; safeguards and monitors performance of investments, works with financial institutions and/or investment bankers to maximize investment returns, advises the CEO and Board of Commissioners of long-term investment strategies.
- Oversees payroll function to ensure that payroll is processed accurately to comply with agency policies and procedures, including payroll tax deposits to State and Federal agencies.
- Serves as Contracting Officer to TNHA, reviews and finalizes various procurement and contract documents and payments to ensure compliance with federal procurement policy and procedures.
- Oversees agency's accounting division; recruits, supervises and coordinates accounting staff's development programs, evaluates staff and monitors operations to identify and resolve problems areas relating to staffing, accountability and schedules.
- Reviews and approves all financial transactions related to TNHA expenditures, revenues, contracts, procurement, and multiple budgets.
- Procures an Independent Public Accountant (IPA) audit, coordinates and participates in an annual independent financial examination of all state and federal grants as required by grantors.
- Submits required documents for Board resolutions and attends various meetings, hearings or sessions as required.
- Responsible for ongoing development, procurement of, and overseeing the maintenance of the agency's management and financial information system. Coordinates staff training development and implementation as required by the agency.
- Produces statistical reports, analyses, and budgets for internal agency's use, and for external reporting to federal, state or regulatory agencies.
- Observes TNHA safety rules and regulations, policies and procedures
- Maintains complete confidentiality of all information obtained through professional and client interactions.
- Perform other duties as assigned.

Knowledge, Skills and Qualifications:

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

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Required:

Bachelor's Degree or experience in relevant field.

Five years of work experience with Federal procurement, contracting, and multiple budgets and grant reporting.

Five years of supervisory work experience.

Five years of work experience with PC based accounting software, modern office practices and standard office and accounting equipment.

Five years of work experience with a PC using common software applications.

Five years of work experience applying organization policies and procedures.

Must possess strong administrative, organizational, and communications skills; ability to evaluate the work of subordinates.

Flexibility required in days and hours available for work, including weekends.

Demonstrates leadership ability and the possession of tact, integrity, honesty, and common sense.

Valid Alaska Drivers License that meets TNHA insurance criteria.

Preferred:

American Indian/Alaskan Native (member of federally recognized tribe).

Master's degree in Business Administration or Finance.

Five years of work experience in Governmental Accounting (HUD) practices and procurement procedures.

Five years of work experience with Indian Housing Authority and proprietary accounting computer software.

Physical Demands: 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.

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.

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WHILE PERFORMING THE DUTIES AND RESPONSIBILITIES OF THE JOB THE EMPLOYEE IS EXPOSED TO OR REQUIRED TO:

N = NEVER; R = RARELY; O = OCCASIONALLY; F = FREQUENTLY; C = CONTINUALLY

WORK ENVIRONMENT		PHYSICAL REQUIREMENTS	
Working Inside	C	LIFTING/CARRYING	
Working Outside	N	1-10 pounds	C
Outdoor Weather Conditions	N	11-20 pounds	F
Extreme Cold (non-weather)	N	21-35 pounds	R
Extreme Heat (non-weather)	N	36-50 pounds	R
Fumes of Air-borne Particles	N	51-75 pounds	R
Toxic or Caustic Chemicals	N	76-100 pounds	R
Blood-borne Pathogens	N	PUSHING/PULLING	
Risk of Fire or Explosion	N	1-10 pounds	C
Risk of Electric Shock	N	11-20 pounds	R
Risk of Radiation	N	21-35 pounds	R
Risk of Drowning	N	36-50 pounds	R
Prolonged Exposure to Vibration	N	51-75 pounds	R
Loud Noise Level	N	76-100 pounds	R
Confined Spaces	N	POSTURE MOVEMENTS	
Fly in Small & Large Commuter Planes	O	Sitting	C
Normal Office Environment	C	Standing	F
Moderate Noise	R	Walking	R
Loud Noise	N	Stooping, Kneeling, Crouching, Crawling	N
Very Loud	N	Reaching and/or grasping	F
OTHER ASPECTS		Hand/Finger Dexterity	C
Infectious Agents	N	Climbing and/or Balancing	N
Chemicals	N	Carrying, Pushing and/or Pulling	R
SPECIAL EQUIPMENT/CLOTHING		COGNITIVE/SENSITIVE	
Special Equipment or Clothing	N	Speaking	C
		Hearing	C
		Seeing With or Without Correction	C
		Close Vision	C
		Color Discrimination	C
		Peripheral Vision	C
		Depth Perception	C
		Focusing Ability	C
		Smelling/Tasting	N

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not intended to be construed as an exhaustive statement of the duties, responsibilities or requirements of the job.

TNHA is AN ALCOHOL AND DRUG FREE WORKPLACE

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This job description does not constitute an employment agreement between TNHA and any employee or candidate for employment, and is subject to change in TNHA's sole discretion as the needs of TNHA and requirements of the job change.

	Date:	By:	Purpose:
Prepared on:	February 18, 2004	TNHA	Creation of Position
1 st Revision	August 16, 2017	TNHA	Removed personnel function

Employee's Acknowledgement

Date
