

**KODIAK ISLAND HOUSING AUTHORITY
JOB DESCRIPTION**

Position: Chief Financial Officer
Department: Finance and Accounting
Reports to: Executive Director
Range: Range 63: \$93,514- 126,519
FLSA: Exempt

General Function

Serves as the Chief Financial Officer for Kodiak Island Housing Authority (“KIHA”) assisting the Executive Director and executive management team in ensuring that the strategic direction and goals of KIHA are met. Responsible for directing the organization's overall financial, investment, and accounting policies. Oversees all financial functions including accounting, budget, payroll, credit, insurance, investments, and taxes.

Major Activities (Typical Duties/Responsibilities)

Strategy, Planning, and Management

- Serves as a key member of the executive team and works to ensure that the financial objectives of KIHA's strategic plan are met.
- Prepares and delivers presentations of the Board Investment Committee for the investment portfolio of KIHA.
- Engages with the Board of Commissioners of KIHA as well as other agencies which have financial relationships with KIHA.
- Utilizes forward-looking models and activity-based analysis to provide financial insight into the organization’s plans and operating budgets.
- Creates and establishes yearly financial objectives that align with KIHA’s plans for growth.
- Partners with key stakeholders to aid the company in continuing its current growth path.
- Interacts with and brings departments into line with company plans, initiatives and recommendations.

Financial Management Including Analysis, Budgeting and Forecasting

- Oversees cash flow planning process and ensures funds availability.
- Oversees cash, investments and management of financial assets.
- Explores new investment opportunities and provides recommendations on potential returns and risks.
- Maintains banking relationships and strategic alliances with vendors and business partners.
- Oversees monthly financial budgeting reports including monthly profit and loss, forecast vs. budget by property/company, and cash flow.
- Reviews and analyzes monthly financial results and provides recommendations.
- Identifies, develops and executes analysis of business initiatives, product launches and/or new service offerings.
- Oversees the development of the annual company financial plan.

Accounting and General Ledger

- Supervises key accounting/finance/procurement personnel and their staff to ensure the timely and accurate reporting of financial information for KIHA.
- Enhances and implements financial and accounting systems, processes, tools and control systems.
- Oversees and supervises payroll operations and benefit accrual/disbursement, and identifies benefit improvements to better recruit and retain quality staff.
- Hires, develops, and manages Finance Department staff.
- Assures that governmental and grant supported financial guidelines are adhered to and that related reports are prepared promptly and accurately.
- Serves as the primary contact for the annual financial statement and audits by governmental agencies and any other contractors that require such audits, including coordination with independent auditors and drafting of financial statements.
- Oversees the development and compilation of the Indian Housing Plan budget and all program budgets of KIHA and ongoing maintenance and reporting of program budgets.
- Carries out specific projects and other related duties as assigned.

Skills/Abilities

- Strong leadership ability, confidence and executive presence – ability to motivate staff, while also optimizing performance and profitability.
- High level of knowledge of regulations, policies, and procedures that is applicable to financial responsibilities and related programs.
- Knowledge and experience in debt financing and institutional investments.
- Demonstrates expertise in a variety of the field's concepts, practices, and procedures.
- Excellent organizational, analytical, and reasoning skills.
- Outstanding communication skills, both written and verbal.
- Ability to solve problems and work effectively within their own department, other KIHA managers and staff, and external agencies.
- Extensive management experience.

Education and Experience

- Graduation from a four year college or university with major course work in accounting or finance.
- CPA and MBA preferred.
- 10 years of progressively responsible experience in the accounting and/or finance field.
- 5 years of direct supervisory experience.

Disclaimer: This job description is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all duties and responsibilities. In addition, KIHA management reserves the right to amend and change responsibilities and lines of reporting to meet business and organizational needs as necessary.

Kodiak Island Housing Authority is an Equal Housing Opportunity Employer. This position is subject to the Alaska Native/American Indian employment preference under Section 7(b) of the Native American/Alaska Native Housing and Self-Determination Act, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701U) and Regulations in 24 CFR part 135.