



**Alaska Industrial Development and Export  
Authority  
Position Description**

<b>PCN (s)</b>	<b>08-0203</b>
<b>JOB TITLE</b>	<b>CHIEF FINANCIAL OFFICER</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>27 OVERRIDE</b>
<b>REPORTS TO</b>	<b>EXECUTIVE DIRECTOR AIDEA 08-0200</b>
<b>FLSA EXEMPT</b>	<b>YES</b>
<b>REVIEWED BY:</b>	<b>RANDY RUARO AUGUST 2024</b>
<b>APPROVED BY:</b>	<b>ASHLEY HARRIS AUGUST 2024</b>
<b>EFFECTIVE DATE:</b>	<b>AUGUST 20, 2024</b>

**Position Purpose:**

The Chief Financial Officer for AIDEA is a strategic business leader, serving as a central member of the executive leadership team, and is responsible for planning, implementing, managing, and controlling all corporate financial-related activities. This will include direct responsibility for accounting, finance, budgeting, job costing, internal and external financial reporting, forecasting, overseeing bond issuances, and participation in key committees.

**Essential Functions:**

**Strategy, Planning, and Management**

- Develops and evaluates short and long-term strategic financial objectives; provides recommendations to strategically enhance financial performance and opportunities; makes presentations to executive leadership and Board of Directors as required.
- Participates in pivotal decisions as they relate to strategic initiatives and operational needs.
- Evaluates and advises on the impact of long-range financial planning, introduction of new programs/ strategies, and regulatory action.
- Develops and implements goals, objectives, policies, and operating procedures on finance and accounting functions.

**Financial Analysis, Budgeting, and Forecasting**

- Ensures the finance and accounting team provides timely and accurate annual financial statements, analysis of budgets, financial trends, and forecasts.

- Oversees the processes of financial forecasting, budgets, and financial and management reporting.
- Provides executive management with advice on the financial and accounting implications of Authority activities.
- Reviews and analyzes financial results and provides recommendations.
- Oversees the creation of reports and tools for budgeting and forecasting.
- Ensures the development, implementation, and on-going maintenance of a job cost system.

### **Accounting Operations**

- Provides leadership, direction, and oversight of the finance and accounting team; ensures the team meets the requirements of the Board and Executive Director's plans, initiatives, and recommendations.
- Ensures effective internal controls are in place and in compliance with applicable federal and state requirements for timely and accurate financial and management reporting.
- Oversees the timely preparation and communication of financial statements.
- Selects, engages, and supervises consultants, auditors and investors; works with independent auditors on annual audits, preparation of special procedures letters, and coordination of special projects.
- Oversees the proper functioning of all financial and accounting systems, databases, and software; works with the IT team to identify, acquire, and implement systems and software to provide critical financial and operational information; and ensures regular maintenance and backup of all accounting systems occurs.
- Responsible for the maintenance of accounting records, and the development and implementation of accounting procedures and training materials; continuously evaluates internal processes and identifies areas where automation would increase efficiencies.

### **Financial and Debt Management**

- Manages cash flow and ensures funds availability.
- Utilizes forward-looking models and activity-based analyses to provide financial insight into the organization's plans and operating budgets.
- Ensures that each Authority's funds are invested in accordance with applicable policies, guidelines, and covenants and ensures that banking and trust activities are monitored.
- Manages acquisitions and divestitures in line with AIDEA's mission.
- Oversees bond issuances. Collaborates with executive leaders, bond trustees, underwriters, financial advisors, and bond counsel.
- Ensures compliance with bond covenants, including disclosure and financial reporting requirements mandated by bond resolutions, statutes, and other legal requirements.
- Other duties as assigned.

## Physical Requirements and Potential Hazards

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## Technology, Equipment, Systems, and Tools

Requires intermediate to advanced skills in word processing, presentation software, database software, advanced spreadsheet software, email and general office equipment. Requires knowledge of automated financial and accounting reporting systems.

## Critical Knowledge, Skills, and Abilities

- Knowledge of business and management principles involved in strategic planning, goal setting, and establishing performance metrics.
- Knowledge of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles as well as the ability to analyze financial data and prepare financial reports, statements, and projections.
- Knowledge of all facets of debt management including bond issuances.
- Knowledge of budget preparation and administration.
- Strong leadership, coaching, mentoring, and team-building skills.
- Strong problem solving and decision-making skills.
- Ability to effectively communicate verbally and in writing; strong presentation skills.
- Ability to build consensus and resolve issues; ability to collaborate with different teams (IT, Legal, project managers).
- Ability to analyze problems, identify solutions, and effectively implement change initiatives.

## Qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field;
- A minimum of ten years of experience in a senior level, supervisory finance position within the accounting and financial management practices of a major company or a division of a large corporation;
- Preferred: experience in a senior level finance position within a government agency OR as a Certified Public Finance Officer;
- Experience managing acquisitions and divestitures of multi-million dollar corporations and/or assets;

- Solid GAAP/GASB and financial reporting technical skills; knowledge of governmental budgeting and accounting practices.
- Proficiency with accounting software, word processing, and spreadsheets. Experience with Enterprise Resource Planning (ERP) systems and coordination with IT staff;
- MBA in Business and/or Finance, certifications as Certified Public Accountant (CPA) or Management Accountant (CMA) or significant experience as a CFO preferred.

**Positions Supervised By This Position:**

<b>PCN</b>	<b>Job Title</b>
08-0209	AIDEA Controller (Assistant CFO)
08-X072	Senior Budget Analyst