

POSITION TITLE: Chief Financial Officer

SALARY: Depends on Qualifications

LOCATION: Juneau, Alaska

ORGANIZATION: Alaska Department of Revenue - Treasury Division - <http://treasury.dor.alaska.gov/>

The Treasury Division is the bank and trust department for the State of Alaska. It provides cash management, portfolio management, debt management and accounting services for the various retirement funds, the State's General Fund, the Constitutional Budget Reserve Fund and numerous other funds and trusts. This position is assigned to the division's asset accounting section.

SCOPE AND RESPONSIBILITIES:

The Chief Financial Officer directs the Asset Accounting section for the State of Alaska, designs and implements internal controls related to investment reporting requirements, completes complex analyses and projects for the State Treasury, and develops and distributes monthly and audited annual financial statements for the Alaska Retirement Management Board (ARMB) and the investments under the fiduciary responsibility of the Commissioner of the Department of Revenue.

DAILY OPERATIONS

Provide accurate daily reconciled reporting on net asset values and gains and losses for rate of return calculations and reporting on numerous state and Retirement and Benefits plans.

- Direct and coordinate the daily reconciliation of the custodial bank, plan reporting, and State of Alaska accounting systems, and the generation of daily investment performance statistics
- Manage custodial bank accounts (funds), composites, and daily investment reporting
- Manage plan reporting pools, plans, plan ownership, and daily plan reporting
- Manage and oversee application-based reconciliation logic, procedures, and the implementation and staff training of variations or additions to daily, monthly, and annual investment reconciliations
- Oversee daily cash contribution and redemption investment activities
- Identify, assess, resolve, and reasonably prevent all irregularities and variances, and develop strategies to mitigate material errors or omissions from affecting plan, pool, and fund assets and revenues
- Correspond with various stakeholders to resolve daily issues
- Coordinate routine collaboration, and maintain positive and effective relationships, with custodial and plan reporting contractors to ensure constructive and timely error resolution
- Obtain and maintain extensive knowledge of fund, pool, and plan structures as well as transaction flows, security type characteristics, investment strategies, asset classes, state accounting system data elements and reporting applications, as well as database and technical applications

ACCOUNTING AND REPORTING

Oversight and direction of all investment accounting and reporting activities.

- Manage the generation, external auditing, and distribution of annual financial statements for the invested assets of the Alaska Retirement Management Board and invested assets under the investment authority of the Commissioner or Revenue
- Direct the accurate and timely issuance of monthly interim financial statements

- Manage the publishing of select fund performance statistics
- Ensure the timely and accurate completion of statutorily required reporting
- Substantiate security prices using Readily Determinable Fair Values (RDFV)
- Manage the GASB 72 classification of over 7,000 individual securities
- Oversee the calculation and distribution of earnings to the General Fund and Other Non-Segregated Investment funds (GeFONSI)
- Certify daily, monthly, and annual investment activity entries in the state accounting system
- Compile ad-hoc reports and graphs for legislative, budgetary, or other stakeholder use

INTERNAL CONTROLS

Responsible for creating and maintaining a strong internal control environment to safeguard and collateralize fiduciary assets.

- Review and report on semi-annual Service Organization Control (SOC 1) audits
- Perform routine risk assessments, develop risk mitigation strategies, and create treatment plans as necessary
- Oversee due diligence on systems, controls, contractual agreements, and accounting processes
- Research new/updates to applicable GASB reporting requirements

MANAGEMENT AND OPERATIONS

Direct the Asset Accounting section and subordinate staff to ensure operational success.

- Supervise the Asset Accounting Manager and ensure staff compliance with state, departmental, and division policies
- Establish, maintain, monitor, and report performance metrics for Asset Accounting
- Provide and develop internal training and identify training opportunities for section staff
- Facilitate professional development of all subordinate staff and encourage internal career advancement
- Perform ongoing reviews, provide constructive criticism, and complete annual performance evaluations as needed
- Collaborate with other section heads to determine the strategic direction of the Treasury division
- Work with Treasury section heads to align priorities with strategic division objectives
- Create and maintain succession plans

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting or Finance
- Eight years of professional accounting experience

PREFERRED QUALIFICATIONS

- CPA preferred

HOW TO APPLY:

Submit a cover letter, resume, and professional references via email or mail.

EMAIL: dor.trs.admin@alaska.gov

MAILING ADDRESS:
DOR Treasury Admin
Treasury Division
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