

CITY OF SAND POINT
P.O. BOX 249
SAND POINT, AK 99661
907-383-2696

*** EMPLOYMENT OPPORTUNITY ***

The City is accepting applications for the following position:

POSITION: Permanent, Full-Time / Finance Officer

SALARY: Salaried + Benefits

This position is under the direction of the Mayor, this administrative position works with other personnel at City Hall to insure prompt and courteous service to the citizens of Sand Point and public-at-large. Primary duties include accounts payable, bank reconciliations, grant reporting, bingo record-keep, payroll, sales tax collection and the oversight of accounts receivable, utility and harbor billings and the budgets for all departments.

THIS POSITION ALSO REQUIRES A VALID DRIVERS LICENSE

DUTIES & RESPONSIBILITIES: Responsible for all financial activities and internal accounts controls. Approves and issues purchase orders. Performs all accounts payable functions, including the timely payment of all invoices. Payroll for all City employees, including all tax and benefit reporting. Prepares the monthly finance statement and presents it to the City Council the second Tuesday of every month. Oversees the budgets for all departments. Bingo and Pull-tabs – supervise all aspects of weekly gaming activities, expenditures and revenues, Prepares reconciliations. Prepares and submits all quarterly and annual reports to the State of Alaska Gaming Division. Oversees the monthly utility billing statements prepared by the office assistant.

KNOWLEDGE & QUALIFICATIONS: High School Graduate or GED Equivalent. College degree in finance, business or accounting. Strong computer skills are essential, especially with Excel. Experience with accounting software is desired.

***** POSITION WILL BE OPEN UNTIL FILLED *****

THE CITY OF SAND POINT IS A DRUG FREE WORKPLACE
Applicant must pass mandatory drug screening at the time of employment

For a copy of the job application or for more information, contact:
Shannon Sommer, City Clerk at 383-2696 or e-mail: sptcity@arctic.net

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