



CITY OF THORNE BAY

P.O. BOX 19110
THORNE BAY, AK 99919
(907) 828-3380
FAX (907) 828-3374
cityclerk@thornebay-ak.gov
www.thornebay-ak.gov

JOB ANNOUNCEMENT

July 24, 2024

The City of Thorne Bay is accepting applications for the position of
Finance Officer/Accounts Payable

This is a permanent, part-time (G8S1 \$29.48/hr.) position

Preferred Qualifications:

- Ability to deal with the public in a friendly and professional manner
- Experience with Payroll, finance reports, and QuickBooks
- Computer Experience – necessary skills in word processing and spread sheets
- Familiar with general office management

A complete job description is available at City Hall.

Position is open until filled.

The City of Thorne Bay provides a pension plan through the state Public Employees Retirement System, health insurance, and annual/sick leave accrual.

Interested persons should contact the City Clerk, Thorne Bay City Hall, 120 Freeman Drive, PO Box 19110, Thorne Bay, Alaska 99919; (907) 828-3380 for application and information. The City of Thorne Bay is an equal opportunity, ADA, alcohol and drug-free employer.

Posted: July 24, 2024

City Hall (2)

Thorne Bay School

Post Office

Thorne Bay Market

Forest Service

Thorne Bay Public Library

Davidson Landing

Finance Officer

Hired Position

The Finance Officer is hired by the Mayor with recommendation of City Clerk. The Finance Officer works under the day-to-day supervision of the City Clerk or City Administrator when the City Clerk is unavailable.

The Finance Officer is responsible for processing payroll which consists of creating and issuing all payroll checks, preparing and submitting payroll reports and liability payments due for all payroll benefits and taxes on a bi-weekly or monthly basis as required. The Finance Officer pays vendors in a timely manner, maintain payroll and vendor files, PCE reports and financial grant reporting, set up and facilitation of benefits changes, and assists the City's independent auditors with the annual audit of all financial books and records.

Additionally, the Finance Officer assists the City Clerk with the preparation of the Finance and Administration Department Budget (with assistance from the Accounts Receivable Clerk) and assists in the financial tracking of expenditures and revenue through the generation of Profit and Loss Statements to ensure budget figures are accurate and departments meet budgetary constraints on a monthly, quarterly and annual basis.

The Finance Officer may assist the City Clerk in performing HR and other Personnel duties including new employee reporting, garnishments, insurance, worker's compensation claims and benefits, etc., and performs other duties as assigned. The Finance Officer reports to the City Clerk or, when unavailable, the City Administrator, who will determine work priorities and job assignments as required by the City.

Note: The City Clerk, Finance Officer and Accounts Receivable Clerk, or their designee shall assume all responsibilities, or as assigned, of another Clerk in their absence.