

Alaska Mental Health Trust Authority

Chief Finance Officer

Reports to: Chief Executive Officer

Class Range: 24

Last Updated: May 31, 2023

The Chief Finance Officer (CFO), under general direction of the Chief Executive Officer (CEO), ensures the financial functions of the Alaska Mental Health Trust Authority are performed in a timely, cost-effective manner consistent with the Trust's applicable laws, regulations, policies, procedures, and authorizations. The CFO has principal responsibility for the initiation and execution of policies and procedures relating to the Trust's asset accounting and management. The CFO supervises the Budget Controller.

Responsibilities

- Provide recommendations to the CEO to ensure the Trust's long-term financial sustainability in the development of the Trust's strategic plan and its implementation.
- Provide recommendations to the board of trustees on investments, financial reporting, internal controls, and their respective related policies.
- Safeguard, monitor and report on the Trust's investments and assets.
- Work as a member of the executive team to set and accomplish goals for the Trust.
- Provide guidance, supervision, and support to the Budget Controller in fulfilling the role's responsibilities.
- Work with the Chief Operating Officer to plan the Trust's agency budget.
- Report on agency budget and grant expenditures for the Trust, Trust Land Office revenues, Trust fund management, reserves and obligations, actual to plan.
- Function as a liaison with the Trust Land Office, the Alaska Permanent Fund Corporation, and the Department of Revenue Division of Treasury.
- Coordinate and oversee completion of annual independent financial audit.
- Ensure compliance with Trust Asset Management Policy Statement and make policy recommendations to trustees.

Knowledge, Skills and Abilities

- Thorough knowledge of generally accepted accounting principles.
- Experience with State of Alaska budgeting systems and processes or demonstrated ability to quickly learn enterprise reporting systems.
- Advanced skills with Microsoft Excel.

- Strong analytical, leadership, writing and interpersonal skills.
- Strong ability to work effectively with diverse stakeholders.
- Strong communication skills, both oral and written, with an emphasis on the presentation of financial material.
- Ability to review and interpret investment results.
- Ability to coordinate multiple priorities and ensure deadlines are met.

Qualifications

Bachelor's degree in accounting from an accredited university, and ten (10) years' progressive professional experience in operational financial management and reporting, or the professional equivalent.

OR

Master of Business Administration from an accredited university with a concentration or specialization in finance or accounting, and five (5) years' progressive professional experience in operational financial management and reporting, or the professional equivalent.

Certified Public Finance Officers certification or advanced studies in finance and/or accounting preferred. Three (3) years' experience at a senior management level preferred.