



# **NOME JOINT UTILITY SYSTEM**

a component unit of **CITY OF NOME**

P.O. Box 70 • Nome, Alaska 99762 • (907) 443-NJUS • Fax (907) 443-6336

## **JOB OPENING**

NJUS is accepting letters of application to include a resume  
for the position of  
**CHIEF FINANCIAL OFFICER/ASSISTANT MANAGER:**

Classification: EXEMPT - Supervisory

Salary: Negotiated

Hours: Permanent, full time

Nome Joint Utility System (NJUS) is seeking candidates for the position of Chief Financial Officer/Assistant Manager of a municipally-owned and operated public utility system in Nome, Alaska. Nome is a coastal community located on the Seward Peninsula with a multi-cultural population of approximately 3,900 full-time residents with seasonal influxes from commercial fishing and mining activities. NJUS is the electric power production and distribution and water-wastewater distribution and collection utility for the community.

### General description of job responsibilities:

#### CFO:

Responsible for organization and direction of the accounting department and all of its functions. Insure accurate recording of financial activities and timely preparation of monthly financial reports for the Utility enterprise fund. Direct financial management and accounting systems, including development of budgets, grant reporting, and maintaining inventory and asset records. Assign duties to department employees and oversee the completion of tasks. Work with department heads in budget tracking and procurement. Oversee preparation of statistical reports and analysis of system operations.

#### Assistant Manager:

Oversee risk management programs. Work with departments on permitting and other environmental and legal compliance matters. Assist manager in planning, preparation and implementation of annual work plans and budgets, and prepare other routine or special reports. Assist in management of human relations and development of policies. Plan, direct, administer and/or supervise other projects or programs as directed by the Manager.

The ideal candidate will have:

- Bachelor degree in accounting or business administration with five years' experience in a supervisory role working in government enterprise fund accounting (with Utility experience preferred), or equivalent combination of education and experience
- Possess strong analytical, planning, technical writing and organizational skills
- Possess excellent computer skills, including utilization of financial application software and spreadsheet/word processing programs

*Providing reliable utility services to system rate payers efficiently and economically by prudently operating and maintaining system assets in a fiscally responsible manner*

- Possess excellent written and oral communication skills and the ability to maintain productive working relationships
- Possess good public relations skills and the ability to effectively communicate with the public, maintaining a friendly and cooperative relationship
- Be able to function highly independent and lead others in a professional manner
- Work well under pressure and time constraints
- Be experienced in grant writing and administration

TO RECEIVE A DETAILED JOB DESCRIPTION: Please contact Patty Andersen, Administrative Assistant – (907) 443-6587 – or request by e-mail from: [manager@njus.org](mailto:manager@njus.org)

TO APPLY FOR THIS POSITION: SUBMIT A DETAILED RESUME ALONG WITH A LETTER OF INTRODUCTION/APPLICATION:

By mail: Nome Joint Utility System  
ATTN: Manager  
PO Box 70  
Nome, AK 99762-0070

By e-mail: [manager@njus.org](mailto:manager@njus.org)

By fax: (907) 443-2601

By personal delivery: NJUS Administrative Office  
1226 Port Road - Nome

NJUS is an Equal Employment Opportunity Employer. Reasonable accommodation will be made available to qualified individuals with disabilities upon request.

Closing Date: Open Until Filled

11/18/2016

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