

CORPORATE EXECUTIVE LEADERSHIP · JD-EMK-30

Chief Financial Officer

JD NUMBER	JD-EMK-30
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	Chief Executive Officer · President & CEO while the Chief Executive Officer position is vacant
LOCATION	Emmonak, AK · onsite
SUPERVISES	Senior Accounts Manager
DEPARTMENT	Executive · Finance

POSITION SUMMARY

The Chief Financial Officer is the senior executive responsible for the financial strategy, stewardship, and reporting of Emmonak Corporation and its subsidiaries. The Chief Financial Officer leads budgeting, treasury, internal controls, and financial reporting, and gives the Chief Executive Officer and the Board of Directors accurate, timely, and decision-ready financial information. The position leads the Senior Accounts Manager and the accounting team, coordinates the Corporation's outside accounting, review, and tax providers, and safeguards shareholder assets with discipline and integrity.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead financial planning, the annual budget, and multi-year forecasts in partnership with the Chief Executive Officer and Chief Operating Officer.
- Oversee the monthly close, account reconciliations, and consolidated financial statements for the Corporation and its subsidiaries.
- Prepare and present financial reports, variance analysis, and recommendations to the Chief Executive Officer and the Board.
- Coordinate the annual financial statement review, tax filings, and supporting workpapers with the Corporation's outside accounting firms.
- Manage cash, banking relationships, investments, and debt within policies approved by the Board.
- Design and maintain internal controls, segregation of duties, approval limits, and fraud prevention practices.
- Account for ANCSA revenue-sharing obligations and administer shareholder distributions as authorized by the Board.

- Establish cost accounting, indirect rate, and compliance practices required for federal contracts and grants.
- Oversee payroll, payroll tax compliance, insurance programs, and financial risk management.
- Lead and develop the Senior Accounts Manager and accounting staff, and build financial capability among shareholders and descendants.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a closely related field.
- Eight (8) or more years of progressive accounting and finance experience, including at least three (3) years in a controller, finance director, or executive finance role.
- Strong command of GAAP, financial statement preparation, consolidation, and internal controls.
- Experience presenting financial information to a board of directors or governing body.
- Advanced proficiency in QuickBooks Online and Microsoft Excel.
- Unquestioned integrity and the ability to protect confidential shareholder, personnel, and financial information.
- Ability to live and work in Emmonak, AK.

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA) or Certified Management Accountant (CMA).
- Alaska Native descent, Emmonak Corporation shareholder or descendant, or experience with an Alaska Native corporation or tribal enterprise.
- Experience with ANCSA corporate finance, shareholder distributions, or revenue-sharing accounting.
- Experience with federal contract cost accounting (FAR Part 31) or federal grants (2 CFR Part 200).
- Experience with multi-entity accounting and subsidiary consolidation.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Primarily office-based. Must be able to travel within the Yukon-Kuskokwim Delta and to Anchorage by small aircraft and boat, including in adverse winter conditions, and sit for extended periods during Board meetings and travel. Must be able to move safely through the Tank Farm and Store during site visits, wearing required PPE on the Tank Farm.
Work environment	Primary duty station is the Emmonak, AK corporate office, with periodic travel for Board meetings, banking, and subsidiary oversight. Extended hours are expected during month-end close, year-end review, and budget season.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature

Date

Printed name