Position Purpose:

This position assists the Controller in managing the accounting functions of the Alaska Energy Authority (AEA). This includes planning and executing non-routine finance projects and performing higher level accounting and finance functions. Responsibilities include preparation of financial statements, coordinating financial audits, and monitoring the quality of financial information. This position exercises independent judgment and decision-making regarding matters of significance.

Essential Functions:

- Prepares AEA’s financial statements and federal single audit report with detailed supporting documentation for review and issuance by external auditors. Provides audited information for State of Alaska Comprehensive Annual Financial Report (CAFR) and federal single audit reports.
- Prepares complex financial reports and analysis of financial data, as needed.
- Monitors quality of financial information. This position is responsible for ensuring that all reconciliations are completed for AEA. This includes review of reconciliations, including inter-fund transactions, G/L accounts, individual funds, and appropriation balances.
- Reviews and posts correcting entries prepared by staff during the reconciliation process.
- Reviews accuracy of daily accounting transactions and activities to include billing and receiving revenues, invoice payments, cash transfers, and recording the results of those activities in the general ledger and subsidiary systems.
- Reviews journal entries for accuracy and validity. Posts journal entries as needed.
- Provides input on the development, design, and implementation of policies, procedures, and work processes to ensure transactions are recorded in the accounting system in conformance with applicable accounting standards.
- May assist the Controller in the monitoring and reporting of the capital budgets on a quarterly or more frequent basis.
- May assist the Controller with the development of the annual capital and operating budgets.
- Monitors project budgets and works with AEA management and staff to resolve funding issues.
- Provides financial data and/or analysis to project managers, procurement staff, upper management, federal grantors, grantees, and other outside parties, as requested.
- Other duties as assigned.

**Physical Requirements and Potential Hazards:**

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Technology, Equipment, Systems, and Tools**

Requires advanced skills in Excel, word processing, database software, financial management software, and basic skills in email and general office equipment.

**Critical Knowledge, Skills, and Abilities:**

- Ability to prepare audited financial reports.
- Knowledge of accounting principles and standards under GASB and FASB and governmental budgeting principles and practices to include an understanding of fund and appropriation accounting.
- Knowledge of budget, procurement, and project funding processes.
- Ability to research accounting standards, state and federal regulations, and state legislation.
- Ability to analyze complex financial data.
- Ability to accomplish position duties with very little direction or supervision.
- Ability to design accounting and data collection coding systems and processes.
- Ability to communicate in writing and orally financial information and processes to executive management and other managers.
- Ability to work well in a team environment in a lead position.

**Desired Qualifications:**

This position requires a Bachelor’s degree in accounting and at least five years of professional level accounting experience. Public accounting or audit experience is preferred.

**Distinguishing Characteristics: (For Flex Positions Only)**

- Range 22 and 24 are required to exercise discretion regarding matters of significance.
- Range 24 includes ability to function in assigned capacity with little or no supervision, makes decisions routinely, and able to direct lower level staff in completion of assignments;
- Range 24 is able to prepare complex analysis of financial and accounting data independently;
- Range 24 is able to analyze and document impact of new accounting and reporting guidance; and
- Range 24 is able to coordinate and prepare for AEA annual financial statement audit and annual federal single audit independently.

**Positions Supervised by this Position:**

<table>
<thead>
<tr>
<th>PCN</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-0457</td>
<td>Senior Accountant</td>
</tr>
<tr>
<td>08-0438</td>
<td>Accountant</td>
</tr>
<tr>
<td>08-0214</td>
<td>Finance Assistant</td>
</tr>
<tr>
<td>08-0468</td>
<td>Accounting Technician</td>
</tr>
</tbody>
</table>