



Alaska Industrial Development and Export Authority

PCN	21-7015
JOB TITLE	FINANCIAL REPORTING ANALYST
LOCATION	ANCHORAGE
RANGE	16/18 FLEX
REPORTS TO	FINANCIAL SYSTEMS ANALYST 08-X038
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	JEN BRIDE DEC. 2018
APPROVED BY (NAME AND DATE)	BRENDA APPLGATE DEC. 2018

POSITION PURPOSE:

The Financial Reporting Analyst is an essential member of the Applications, Systems, and Support team (AS&S Team). This position performs a number of essential tasks and functions for the resource planning, budgeting, reporting processes, and special projects designed to help and support AIDEA & AEA growth, efficiency, and mission statements.

As the Financial Reporting Analyst, this positions primary role is to design and develop metrics, reports and analyses to drive key business decisions. This position will assist in providing a link between the raw enterprise data and management; so data extraction, analysis, and transformation are key job responsibilities. Additional tasks include supporting, maintaining, researching, testing and upgrading the Authority's Enterprise Accounting System (Navision), ensuring the integrity of the reports developed, generated, and distributed from data housed within Navision and other data sources, and helping with special projects assigned to the AS&S team.

ESSENTIAL FUNCTIONS:

Resource Planning and Analysis

- Compiles data and prepares reports required by AEA managers for planning and monitoring operating, capital and project budgets.
- Reconciles data between General Ledger and other NAV modules on a regular basis (i.e. Grants, PCE).
- Analyzes financial and operational data. Translates business requirements into technical specifications and generates meaningful analytical reports.
- Communicates with Finance staff to update existing reports or build new reports based on needs for AEA projects and grants.
- Maintains, updates, and reconciles the User card and Resource card information within Navision to ensure accuracy in imports and exports to the Employee Timesheet System.
- Reviews and updates Jet Reports for importing and reconciling the data in the system for completeness and accuracy.
- Helps monitor and maintain user permissions and internal controls through Easy Security and Permission reports.
- Works with HR staff to compile schedules for all employees to update the timesheet system.
- Helps review, test, and troubleshoot issues in the systems (Timesheets, Delegation, PCE Web portal) and communicate updates and/or changes to AS&S team.
- Helps support and answer end user questions in the Employee Timesheet System

- Shares responsibility to review, maintain, and update hierarchy within the Authority to match the organizational chart.

Budget

- Responds to requests from AEA Controller and Sr. Accountant/Budget Analyst to update AEA Operating and Capital budget reports.
- Ensures the reports are current and available for staff on a weekly or as needed basis.
- Helps to research and trouble shoot report or data issues as needed.
- Records budget entries into the Authority's financial system as needed.

Reporting

- Compiles data, creates special ad hoc reports, database queries, and status reports as requested to assist management with analysis and review.
- Modifies, maintains and supports existing company reports.
- Reviews, analyzes and tests reports for completeness and validity.
- Coordinates and assists on responses to internal report requests.
- Provides feedback and assistance on recommended establishment of new or modified reporting methods and procedures to improve report content and completeness of information.
- Works with staff to identify reporting problems, inefficiencies, and gather suggestions for report improvements.
- Generates detail project expenditure reports on an as needed basis for project managers. This could also include generating a list of outstanding encumbrances or other financial data for project management as requested.

Database Maintenance and Special Projects

- Performs monthly system reconciliations to ensure validation rules, dimensions, community codes, and user information is complete and accurate.
- Helps with the regular support, maintenance, and testing of the Authority's Enterprise Accounting System
- Helps monitor the AS&S team inbox and responds to questions, issues, and training needs on all our systems
- Communicates and coordinates with HR department and new employee to provide training on the systems used in the Authority (Navision, Jet Reports, Timesheets, and Delegation).
- Assists with all phases (design, testing, and implementation) of enhancements or upgrades to the Authority's Enterprise Accounting System (Navision).
- Responsible for maintaining and reconciling AwardVision and the PCE Statistical table to the GL to ensure data completeness and accuracy between modules.
- Helps with the PCE annual report and statistical data

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 functionality, reporting, charts and graph, and requires advanced knowledge of the Navision database structure and processes. Requires basic skills in word processing, email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Intermediate level of accounting knowledge to include an understanding of fund and appropriation accounting including account reconciliation concepts.
- Understand and able to interpret the complex contractual or grant terms.
- Intermediate to Advanced Excel user.
- Excellent verbal and written communication. Able to interact with various agencies, project managers, and management staff in a professional manner.
- Ability to analyze reports and make changes based on the database structure and process changes.
- Understand the Navision database and creating ad-hoc reports.
- General knowledge of Jet Reports functions and formulas in design mode to be able to maintain, edit and adjust existing reports and create new reports.
- Experience in, or knowledge of, accounting and accounting principles sufficient to prepare complex and detailed financial and budgetary analyses and to address a variety of issues or budgetary problems.
- Demonstrated analytical skills that allow for interpretation of budgetary, financial, and related management information.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and make sound recommendations.
- Strong knowledge of spreadsheets (pivot tables, lookup, text to data, if statements, conditional sums), data tracking applications, and computer report writing tools.
- Demonstrated advanced technology skills with the ability to continuously expand knowledge as it relates to software applications.
- Ability to work independently and take initiative with minimal oversight.
- Ability to translate business requirements into technical specifications and generate meaningful reports.
- Ability to create reports which combine data from multiple data sources.
- Ability to manage multiple tasks and projects with attention to detail and accuracy.
- Proficiency in interpersonal communication and presentation skills (both orally and in writing).
- Ability to establish and maintain effective and cooperative working relationships with management, staff, and other State personnel.

REQUIRED QUALIFICATIONS:

This position requires a Bachelor's in Accounting, Finance, or a related field, and four years of professional level related work experience. Professional experience that includes report writing using enterprise databases is preferred. Experience with Microsoft Navision and Jet Reports preferred. Additional related experience may be substituted for education requirements. Advanced computer skills to include spreadsheet, charting, and related report writing tools.

DISTINGUISHING CHARACTERISTICS: (FOR FLEX POSITIONS ONLY)

At the Range 18

- Demonstrates solid knowledge of essential functions and performs these functions with less supervision and direction than at the range 16.
- Able to maintain the Timesheets and Delegation of Authority website's with limited supervisory input.
- Able to investigate discrepancies and propose solutions independently, in regards to personnel schedules, timesheets, system permissions and data import system errors (NAV).
- Portrays the ability to Identify and troubleshoot issues, suggest improvements and bring to team for collaboration or find appropriate resolutions.
- Able to perform at a higher proficiency level and properly prioritize responsibilities within the areas of support.
- Includes basic skills and knowledge of Jet Reports, NAV front end modules, processes, and NAV backend table structures.