



**Alaska Industrial Development and
Export Authority**

Position Description

PCN	08-0507
POSITION TITLE	PROJECT CONTROLLER - OWNED ASSETS
LOCATION	ANCHORAGE
RANGE	22/24
REPORTS TO	CONTROLLER - AEA (08-0453)
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	ASHLEY HARRIS 03/07/2024
APPROVED BY (NAME AND DATE)	PAMELA ELLIS 03/05/2024
EFFECTIVE DATE:	03/05/2024

POSITION PURPOSE:

- This position is responsible for lead accounting activities for the Alaska Energy Authority (AEA)-owned assets: Bradley Lake, Battle Creek, and the Intertie Transmission Line. Responsibilities will include: fund accounting, cash management, fixed asset accounting, reporting, auditing, financing with bonds, financial planning and analysis. Additionally, this position will be responsible for daily accounting processes and continuous monitoring of existing and emerging financial issues related to the assets as well as periodic financial and budget reporting subject to annual audit and bond compliance requirements. The position works closely with key interdepartmental and utility partners through effective communications and coordinated execution.

ESSENTIAL FUNCTIONS:

Budgets and Expenditures

- Prepares AEA-owned Bradley Lake Hydroelectric Project and Intertie monthly and quarterly operating budget and amendments for approval by participating utilities. Presents budgets and financial information to the utility management committee and finance subcommittee, as needed. Directs communication of financial information to the utilities and bond trustee
- Monitors budgets, coordinates meetings with AEA management and Utility management (CEA, GVEA, HEA, MEA, and City of Seward) to prepare annual budgets and solve funding issues.
- Monitors debt and statutory compliance requirements and prepares submissions for trustee and legislators, as required.
- Prepares financials statements with detailed supporting documentation for Bradley Lake annual audit.
- Attends monthly Bradley Lake Project Management Committee (BPMC) & Intertie Management Committee (IMC) meetings as support for AEA Management to answer budget and expenditure questions.
- Reviews owned asset related procurement requests to ensure funding is available and that the scope of the proposed procurement meets the general intent of the funding source. Posts the commitment of funds to the accounting system.
- Monitors project budgets and works with AEA management and staff to resolve funding issues.
- Monitors cash balances of project related accounts to ensure correct receipts and payments are from correct source.
- Initiates cash payments and transfers among accounts.

Accounting and Audit Functions

- Monitors, understands and provide interpretation of new and proposed accounting pronouncements in areas of focus to assist the team in assessing financial, operational, compliance, and reporting implications.
- Reviews the accuracy of daily accounting transactions and activities to include journal entries, billing and receiving revenues, invoice payments, cash transfers, payroll allocations and recording of the results of those activities in the general ledger and subsidiary systems.
- Updates accounting policies and accounting estimates as needed. Develops, designs and recommends policies, procedures and work processes for implementation to ensure transactions are recorded in the accounting system in conformance with applicable accounting standards and requirements of project agreements.
- Researches accounting implications or changes in the subject areas, prepares accounting memos, reaches conclusions with adequate level of rationale and documentation for review, communicates and presents the accounting conclusions.
- Coordinates annual external audit for benefit of the utilities.
- Reviews/prepares the financial statements, supporting schedules, and detailed documentation for the annual audit.

Other Duties as Assigned

- Designs analytical reports for accounting, cash and financial assessment to arrive at accounting decisions. Leads ad hoc special accounting analysis projects.
- Provides financial data and/or analysis to project managers, procurement staff, upper management, federal grantors, grantees, lenders, bonding agents and others.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. 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 Microsoft Excel, Word, Power Point, and financial system software. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong written and oral communication, analytical, and consultative skills to thrive in managing concurrent projects while working with inter departmental teams to drive outcomes.
- Experience in executing in a dynamic, high speed and demanding environment by demonstrating organizational, interpersonal, communication, problem-solving, multi-tasking and prioritization skills.
- Both technical and operational knowledge of accounting principles, internal controls, and standards under GASB and FASB; governmental budgeting principles and practices to include an understanding of fund and appropriation accounting.
- Knowledge of OMB Circulars and Code of Federal Regulations.
- Knowledge of budget, procurement, and project funding processes.
- Skills in financial planning and analysis, reporting, communication, problem solving and critical thinking.

DESIRED QUALIFICATIONS:

Must have Bachelor's degree in Accounting or Finance along with 10+ years of financial statement, auditing, financial accounting or similar experience. Certified Public Accountant certification preferred or have operated in a principal capacity.

DISTINGUISHING CHARACTERISTICS:

- Both ranges 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 and able to direct lower level staff in completion of assignments;
- Range 24 is able to independently complete difficult assignments that require higher level analysis and technical knowledge;
- Range 24 presents proposed budgets and financial information to utilities subcommittees; and
- Range 24 is able to coordinate and prepare for Bradley Lake annual audit independently.