



Job Description

PCN (s)	08-0453
JOB TITLE	ASSISTANT CFO/CONTROLLER – AEA
LOCATION	ANCHORAGE
RANGE	25
REPORTS TO	CHIEF FINANCIAL OFFICER 08-0203
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	BRENDA APPLGATE FEB 2020
APPROVED BY (NAME AND DATE)	BRENDA APPLGATE FEB 2020
EFFECTIVE DATE	2/27/2020

POSITION PURPOSE:

This position is responsible for all accounting functions relating to the Alaska Energy Authority (AEA) and the supervision of staff in performance of those functions. This includes ensuring the accuracy and completeness of the general ledger including the balancing, reporting and maintenance of accounting records. This position is responsible for ensuring appropriate internal accounting controls exist. This position is also responsible for state budget preparation for AEA, fiscal note preparation, and responding to legislative and other budget related requests for financial and program information. This position performs higher level Assistant Chief Financial Officer (CFO) duties as assigned by the CFO.

ESSENTIAL FUNCTIONS:

Accounting and Supervisory Functions (30%)

- Supervises daily accounting functions and finance staff either directly or through delegation. Assigns work responsibilities to finance staff and reviews work products. Oversees daily accounting activities, including accounts receivable, accounts payable, investments, capital projects and loans, and the recording of those activities in the general ledger.
- Responsible for developing, designing and implementing policies, procedures and work processes to ensure transactions are recorded in the accounting system in conformance with applicable accounting standards and authoritative guidance.
- Develops, designs and implements internal accounting controls to ensure the accuracy and integrity of financial information.
- Conducts or oversees research and implements new accounting standards for general ledger financial statement reporting.
- Prepares evaluations of staff and addresses performance issues as needed.

Budgets and Expenditures (30%)

- Controls budgets and expenditures for both the AEA operating and capital budgets with restricted funding sources. Certifies funds availability, as required, at various transactional levels.
- Monitors the expenditure activity of the operating component units of the AEA budget and reports the budget status to management on a quarterly or more frequent basis.
- Supervises and approves the processing of project budgets, procurement requests, encumbrances and expenditures, either directly or through delegation.
- Monitors project budgets and works with AEA management and staff to resolve funding issues.
- In coordination with the AEA Executive Director and AEA management team, prepares the annual State operating and capital budget requests for AEA and assists in providing State budget personnel information for the preparation of AEA's annual operating and capital budgets.
- Prepares fiscal notes as required for AEA legislation.
- Responds to legislative and other requests for financial information.

Grants Administration (15%)

- Manages federal receipts by reviewing federal grant applications for sufficient federal budget authorization and funding for match requirements; manages federal grant applications and ensures that federal financial assistance award applications are properly completed.
- Manages the financial transactions of awarded federal grants and assures compliance with all federal financial reporting requirements.
- Assists with the required annual federal single audit.
- Manages the receipt and expenditure of all other funding sources of AEA. This includes state funds and community grants that are managed by AEA on behalf of communities.
- Reviews all AEA sub-recipient grants for initiation or amendment. Reviews draft grant language and verifies the accuracy of budget and funding information for sub-recipient grants.
- Reviews and approves federal awards close-outs. This includes verifying that all final invoices have been paid and encumbrances/commitments are released.
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Other Financial Management (15%)

- As a member of the AEA management team, works closely with the AEA management team and the Chief Financial Officer to help make agency wide improvements and make policy recommendations as they relate to internal control structures and efficiency measures that improve business practices. Provides financial data and/or

analysis to project managers, procurement manager, upper management, federal grantors, grantees and others.

Financial Statement Preparation (9%)

- Responsible for the annual financial statements for AEA. Oversees the annual financial audit with outside auditors, legislative audit and other State departments.
- Conducts or oversees research and implementation of new accounting standards for financial statement reporting and researches appropriate accounting for non-routine transactions to ensure compliance with authoritative guidance.
- Oversees the preparation of financial reports required of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) for AEA.

Other Duties as Assigned (1%)

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 basic skills in word processing, database software, email and general office equipment. Requires advanced skills using enterprise accounting system (multi-relational database) and Excel.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles and standards and governmental budgeting principles and practices.
- Knowledge of OMB Circulars and Code of Federal Regulations.
- Ability to function with a high degree of independence.
- Knowledge of principles and practices of personnel management and supervision.
- Skills in financial reporting and analysis, communication, supervision and problem solving.
- Gather and analyze financial data, analyze costs and prepare accounting reports, analyze complex issues and offer solutions and courses of action, set and administer policies in the area of accounting to ensure a sound, comprehensive reporting system.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting along with a minimum of five years of professional accounting experience or similar experience. Must have experience in preparing audited financial statements including all footnote disclosures. A CPA, prior public accounting experience and supervisory experience is very desirable.