



CONTROLLER

Looking for a new opportunity? Interested in joining a team with the goal of encouraging economic growth, increasing job opportunities in Alaska? Then check out the details of our **Controller** position with Alaska Industrial Development and Export Authority (AIDEA).

Our Controller is responsible for all accounting functions, including the accuracy and completeness of the general ledger; the tracking and reporting of various budgets; that appropriate internal accounting controls exist; and compliance with statutory and bond related reporting requirements.

We're looking for someone who has a Bachelor's degree in Accounting and at least five years of professional accounting experience. Must have experience in preparing audited financial statements including all footnote disclosures. Prior public accounting experience and supervisory experience is very desirable and preferred. Preference will be given to candidates with a CPA license.

For more information, or to apply online, visit www.aidea.org. Send application and/or resume to hr@aidea.org, Human Resources AIDEA 813 W. Northern Lights Blvd., Anchorage, AK 99503, or by fax to (907) 771-3946.

AIDEA is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-3412 (TTY).

ESSENTIAL FUNCTIONS:

Accounting and Supervisory Functions

- Supervises daily accounting functions and finance staff. 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 with input by the CFO as needed.
- Prepares general ledger entries for complex transactions with supporting analysis and documentation in consultation with the CFO as needed.
- Prepares evaluations of staff and addresses performance issues as needed.

Financial Statement Preparation

- Prepares interim and annual financial statements for AIDEA with involvement of CFO as needed. Coordinates annual financial audit with outside auditors, legislative audit and other State departments. Drafts audited financial statements including footnote disclosures. Prepares detail schedules supporting the financial statement amounts. Interim financial statement preparation includes detail schedules/analysis supporting financial statement amounts.
- Conducts research and implements new accounting standards for financial statement reporting and researches appropriate accounting for non-routine transactions to ensure compliance with authoritative guidance with guidance and input from CFO as needed.
- Oversees the preparation of financial reports required under OMB Circular A-133 for AIDEA.

Other Financial Management

- As a member of the AIDEA management team, works closely with AIDEA executive team and the CFO 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.
- Other duties as assigned.

Financial and Other Reporting

- Prepares or reviews various financial reports and analysis as needed.
- Ensures bond and statutory compliance with financial reporting requirements for AIDEA.
- Provides or reviews financial information for various public uses such as presentations and newspaper articles.
- Prepares responses to legislative requests and other requests for financial information.
- May be required to testify in legislative hearings for AIDEA.
- Recommends benchmarks against which to measure the performance of company operations, owned assets, and direct financings.

AIDEA Projects

- Participates in the planning and funding of AIDEA projects with involvement of CFO as needed.
- Provides input and support to project managers and management regarding the financing and structure of AIDEA projects, including the review of project agreements for financial terms and structure.
- Aids in coordination of funding and grant development. Provides funding information to internal and external sources relating to AIDEA projects.
- Certifies funds, either directly or through delegation, are available for planned capital project procurements and works with project manager to ensure funds cited are appropriate.
- Researches appropriate financial statement presentation.
- Ensures all financial compliance requirements are met for federal funds.
- Works with other departments to ensure financial components of complex projects are appropriately supported by the finance department

Bonding

- Provides support to Chief Financial Officer relating to bond sales. Lead for all compliance issues related to bonding such as MSRB, EMMA filings, IRS requirements and the requirements under various bond resolutions for AIDEA.
- Participates in preparation and presentation of financial information for official statements and rating agency presentations.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of GASB and FASB accounting principles and standards and ability to research accounting principles and pronouncements to ensure compliance with applicable standards.
- Knowledge of governmental budgeting principles and practices.
- Knowledge of principles and practices of personnel management and supervision.
- Skills in financial reporting and analysis, communication, supervision and problem solving.
- Ability to 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.
- Ability to function with a high degree of independence.
- Ability to handle multiple demands simultaneously
- Skills in communicating financial information to non-financial audiences
- Excellent verbal and written communication skills