



**Alaska Industrial
Development and Export**

PCN (s)	08-0221
JOB TITLE	ACCOUNTING TECHNICIAN
LOCATION	ANCHORAGE
RANGE	14/15 FLEX
REPORTS TO	ASSISTANT CONTROLLER-AIDEA
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	JENNY BROWN (APRIL 2017)
APPROVED BY (NAME AND DATE)	BRENDA APPLGATE (MAY 1, 2017)

POSITION PURPOSE:

Provides accounting support for AIDEA's capital projects. Support includes coding and processing invoices, preparing invoices and receiving and recording payments relating to AIDEA capital projects. Also prepares journal entries as needed. Maintains and reports accounting and budget information for AIDEA's capital projects.

ESSENTIAL FUNCTIONS:

RANGE 14:

- **Accounts Payable-Invoice Review:**
Responsible for reviewing and coding invoices related to capital and operating transactions for AIDEA/AEA. Investigates any discrepancies, ensures invoice is ready for payment (all approvals have been received, funds are encumbered properly if necessary and any contractual issues have been resolved). Works with procurement to ensure contractor's/vendor's are in compliance with contract terms and conditions. If contract funds are depleted contacts the contract PM (Project Manager) and Procurement Officer for contract change orders or additions. If other variations exist within the invoice contacts the PM or contractor to resolve problems, adjust invoices accordingly. Prepares wires as needed to fund AIDEA's investments in projects.
- **Budget Maintenance:**
Processes procurement requests and budget transactions for AIDEA capital projects and AIDEA operating transactions under the direction and review of the AIDEA assistant controller and AIDEA controller. Maintains purchase orders related to AIDEA capital projects and AIDEA administrative contracts. Works with procurement and project managers on purchase order/requisition maintenance.
- **Journal Entry Preparation:**
Collects support documents and prepares journal entries for procurement and travel expenses related to AIDEA's capital projects. Works with project manager to identify appropriate funding for travel expenses. Prepares other journal entries as needed including annual accrual entry and additions and deletions to the fixed asset system.
- **Accounts Receivable billings:**
Responsible for preparation of timely billings related to AIDEA's capital projects. Timely, accurate invoicing requires knowledge of the requirements of each project as outlined in the project agreements. Also prepares billings related to Reimbursable Service Agreements,

AIDEA's capital grants and bond issuances. Records incoming payments related to AIDEA's capital projects and ensures payments are received when due.

Daily Transaction Import:

Imports daily bank/investment activity from Excel into Navision and prepares entry for posting.

General ledger Account Reconciliations:

Prepares general ledger account reconciliations related to AIDEA's capital projects, trust accounts, and others as needed.

Reporting:

Prepares reports related to AIDEA's capital projects as needed including quarterly capital grant reports. Reports may be reviewed by the AIDEA assistant controller or controller prior to distribution.

RANGE 15

- In addition to the above duties, the below duties are expected at the higher range.
- Codes purchase requests related to AIDEA's capital projects under the supervision of the AIDEA assistant controller and controller. Verifies funding is available and appropriate for the requested procurement. Requires knowledge of coding structure for project, project funding sources and budget restrictions.
- Codes budget transactions for review and posting by the AIDEA assistant controller or controller. Coding for transactions are based on individual project agreements and accounting and are non-standard in nature and funding can come from various sources.
- Maintains cost accounting records for AIDEA's projects including calculation of capitalized interest and account reconciliations. Researches and corrects discrepancies noted in account reconciliations as needed.
- Prepares project related reports and researches project related questions.
- Researches entries failing daily bank import and works with appropriate staff on corrections.

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 10 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 spreadsheet software. Requires basic skills in word processing, database software, email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic accounting concepts, fund/budgetary accounting and account reconciliation concepts.
- Skills in Navision or other enterprise database system, Excel, MSWord, MS Outlook, performing arithmetic/math calculations.
- Ability to be flexible in setting work priorities.
- Ability to communicate both orally and in writing with project managers contractors/vendors, bank personnel, supervisors and other in-house personnel.
- Ability to work cooperatively with other personnel, different methods and computer programs for record keeping, reconciliation and management reports.
- Ability to learn and apply new accounting systems, policies, procedures, methods and techniques.

DESIRED QUALIFICATIONS:

Associate's degree in accounting, plus two years' experience in accounts payable systems or in related fields. Additional three years of related experience may substitute for an associate's degree.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

- Investigates discrepancies in invoices to ensure accuracy.
- Higher level of accountability and freedom to make appropriate changes when reviewing than lower level in this series.
- Requires investigation of discrepancies in account reconciliations and ability to formulate solutions with minimal supervisory input.