



**Alaska Industrial
Development and Export**

PCN (s)	08-0209
JOB TITLE	ASSISTANT CFO/CONTROLLER – AIDEA
LOCATION	ANCHORAGE
RANGE	24/25
REPORTS TO	CHIEF FINANCIAL OFFICER
FLSA EXEMPT	YES
REVIEWED BY (NAME AND DATE)	BRENDA APPLGATE MARCH 2017
APPROVED BY (NAME AND DATE)	JOHN SPRINGSTEEN MARCH 2017

POSITION PURPOSE:

This position is responsible for all accounting functions relating to AIDEA 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. Position is responsible for ensuring appropriate internal accounting controls exist. This position is responsible for the tracking and reporting of various budgets including AIDEA's capital project budgets. The position is also responsible for ensuring AIDEA and AEA are in compliance with statutory and bond related reporting requirements. At the higher range, this position performs higher level Assistant Chief Financial Officer (CFO) duties as assigned by the CFO.

ESSENTIAL FUNCTIONS:

Accounting and Supervisory Functions (40%)

- 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 (15%)

- Prepares annual and interim financial statements for AIDEA with review and input from CFO. 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 (15%)

- 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.

Financial and Other Reporting (10%)

- Prepares or reviews various financial reports and analysis as needed.
- Ensures bond and statutory compliance with financial reporting requirements for AIDEA and AEA.
- 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 or AEA.
- Recommends benchmarks against which to measure the performance of company operations, owned assets, and direct financings.

AIDEA Projects (15%)

- Participates in the planning and funding of AIDEA projects with involvement of CFO as needed.
- 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 (4%)

- 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 and AEA.
- Participates in preparation and presentation of financial information for official statements and rating agency presentations.

Other Duties as Assigned (1%)

- Other duties as assigned.

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

- Performs analysis and implements technical accounting guidance with minimal supervision and input from CFO
- Prepares interim and annual financial statements for AIDEA with minimal supervision and oversight.
- Provides input and support to project managers and management regarding the financing and structure of AIDEA projects with minimal supervision. Support at higher range could include review of project agreements for financial terms and structure.

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

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

DESIRED QUALIFICATIONS:

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. A CPA, prior public accounting experience and supervisory experience is very desirable and preferred. Knowledge and/or experience with lean accounting principles preferred.

POSITIONS SUPERVISED BY THIS POSITION:

PCN	Job Title
08-X117	Assistant Controller