



Position Description

PCN	08-0438
POSITION TITLE	ACCOUNTANT
LOCATION	ANCHORAGE
RANGE	15/16 FLEX
REPORTS TO	ASSISTANT CONTROLLER - AEA 08-0507
FLSA EXEMPT	NO
REVIEWED BY (NAME AND DATE)	SALINA BEARDEN JUNE 2018
APPROVED BY (NAME AND DATE)	AMY ADLER JUNE 2018
EFFECTIVE DATE	6/4/2018

POSITION PURPOSE:

This position performs routine accounting functions and processes financial transactions for the Alaska Energy Authority. The main duties of this position include general ledger account reconciliations; processing accounts receivable invoices for timely billing; and reviewing coding, evaluating the validity of charges, checking compliance with contractual / grant documents and posting invoices for payment. This position may be required to provide accounts receivable and accounts payable training and assistance to other staff members. This position also provides project and grant accounting support.

ESSENTIAL FUNCTIONS:

- Responsible for meeting strict weekly, bi-weekly, monthly, quarterly, and year-end deadlines.
- Reviews and posts Alaska Energy Authority accounts payable transactions, for AEA owned assets, capital and operating funds, Power Cost Equalization (PCE) program and the grant fund programs. Following a strict weekly deadline, this includes: verifying that invoices are properly coded; finance review is complete; invoice is approved by the project manager; and that the proper supporting procurement documents are attached. This task requires a working knowledge of fund and appropriation accounting in order to verify that the invoices are coded accurately and are within the purpose and scope. Verifies that financial sub-recipient grant requirements are completed properly and certified financial reports are provided by the grantee prior to payment of sub-recipient grant pass-through reimbursements.
- Reviews and posts journal entries to record grantee matches and advances to grantees from their grants.
- For AEA owned assets, prepares monthly billings to the State of Alaska utilities by the monthly deadline.
- For AEA owned assets, on a monthly basis, prepares budget to actual expense reports by the deadline.

- Reviews and posts credit card and travel expenses charged to credit cards. Prepares the corresponding bank transfer for each credit card batch by the stated monthly and quarterly deadlines.
- Processes encumbrance documents. Verifies the accuracy of financial coding on purchase documents; prepares input documents to encumber grant or contractual obligations in the accounting system; input encumbrance information to the accounting system; and forwards encumbrance documents to the supervisor for approval.
- Reviews and submits encumbrances prepared by the Procurement department. This task requires a working knowledge of fund and appropriation accounting in order to verify that the invoices are accurately coded, contain the appropriate backup documentation, and are within the appropriate purpose and scope of the grant and/or funding.
- Researches vendor statements on a monthly basis and researches outstanding balances over 30 days past due; identifies the cause of the overdue balances and takes the necessary action to resolve the delinquent status; reports the status of aging A/P to supervisory staff on a monthly basis.
- Prepares bank wire transfers for disbursements as needed. Prepares daily bank transfers, including the related investment and general ledger entries as needed, and submits to the supervisor for review and approval. Bank transfers and wire transfers must be completed by the deadline each week.
- Performs general ledger account reconciliations. Researches differences and when corrections are necessary, prepares the journal entry and attaches the backup information for supervisory staff to review and post. Reconciliations are done monthly, and at year-end, both of which have strict deadlines that must be met.
- Processes force account labor payroll. After the bookkeeper returns payroll information to AEA, this position reviews and verifies the amount of the payroll transfer request and that it is supported by the payroll register for each project, prepares the wire transfer, bank transfer, and journal entries required to record the force account labor payroll expense to the projects and the associated revenue sources. Acts as backup for accumulating project time sheets at pay period end; reviews the time sheets for completeness and accuracy; forward the timesheets to the project manager for review and approval; resolve any outstanding payroll issues (i.e., illegible, missing information, etc.); and submit the authorized time sheets to the bookkeeper for payroll processing and payroll check distribution. Force account labor payroll is processed bi-weekly and this deadline must be met.
- Assists with AEA inventory functions and associated record keeping for inventory items including maintenance of the fixed asset system and assisting in performing periodic inventories.
- Assists with the preparation of AEA direct payroll journal entries required to record capital project and operating budget payroll expense and revenue transactions, as well as the required bank transfer and correcting entries. Payroll is posted on a monthly basis and has strict deadlines that must be met.

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.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard accounting and desk procedures.
- Ability to read and understand the terms and conditions of grant agreements and contracts.
- Skills in Navision or other enterprise data base system, Excel, MSWord, MS Outlook, performing arithmetic/math calculations.
- Ability to meet all critical weekly, bi-weekly, monthly, quarterly, and year-end deadlines.
- Ability to be flexible in setting work priorities.
- Ability to communicate both orally and in writing with Project Managers contractors/vendors, bank staff, supervisors, and other in-house staff.
- Ability to work cooperatively with other staff, 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:

Bachelor's Degree in accounting or related field and two years of experience in related accounting role is preferred. Consideration will be given to a combination of coursework in Accounting or Finance and equivalent work experience.

DISTINGUISHING CHARACTERISTICS:

- Range 16: Investigates and resolves discrepancies in invoices to ensure accuracy.
- Range 16: Investigates and resolves discrepancies in account reconciliations minimal supervisory input.
- Range 16: Prepares AEA owned asset billings and monthly reports with minimal supervision. Investigates and resolves discrepancies discovered while preparing owned asset documents.