

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date:	March 12, 2018	Closing Date:	Until Filled
Position:	<u>Controller</u>	Reports to:	Vice President of Finance
Salary/Wage:	Grade LL; DOE	Department:	Finance
Hours:	Monday – Friday; 8:30am – 5pm	Location:	SSMH

Brief Summary:

The Business Manager/Comptroller, under the direction and supervision of the Vice President of Finance, handles the day- to-day operation of the Finance Department along with implementing and maintaining proper internal controls. The Business Manager/Comptroller will prepare financial statements based upon Generally Accepted Accounting Principles (GAAP) and financial information for Management and the Board of Directors. The Business Manager/Comptroller will be responsible for maintenance of all aspects of the general ledger, including monthly closings and account reconciliations, and supervising the payables and payroll processes. The Business manager/Comptroller will also be involved in working directly with the VP of Finance to implement strategies to increase operating margins, develop business models for expanding operations, and working with Fiduciaries of treasury funds to implement strategies to increase returns on investments.

Essential Job Functions:

Prepare monthly, quarterly and annual financial statements in accordance with GAAP principles and fund accounting using Microsoft Dynamics and One Stop Reporting (OSR).

Prepare biweekly payroll reports with the assistance from Analytical Consulting Group (ACG) the payroll processing entity contracted for payroll.

Prepare monthly treasury reports, including reconciliations, from all investment accounts and bank accounts.

Set direction and oversee design, implementation and communication of internal controls to insure the integrity and accuracy of the organizations financial records, statements and reports.

Ensure general ledger balances are properly reconciled and supported on a timely basis.

Prepare periodic financial and budget reports for funding agencies.

Complete periodic financial reports including payroll tax forms, employee benefit reports, and other reports as requested by Management and the Board of Directors.

Work with the Vice President of Finance to prepare accurate and timely cash flow projections.

Work with Vice President of Finance and other Department Managers and Directors to develop organization wide and department budgets.

Work with the Vice President of Finance to prepare and review key measurements with Department Managers and Directors.

Participate directly or as support to Management for all government audits, program reviews, financial planning, proposal generation and grant or contract negotiations.

Facilitate annual audit process; prepare or manage preparation of work papers, reconciliations and schedules and work with external auditors.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

Bachelor's Degree in Accounting or Business Administration or a Bachelor's Degree with appropriate experience in business.

Master's Degree or CPA preference.

Three to Five years experience in Accounting or in healthcare preferred.

Desired Knowledge, Skills and Abilities:

Knowledge of budgetary preparation and management; all standard accounting operating procedures and principals; and Federal tax guidelines and tax laws as they relate to non-profit organizations.

Demonstrated ability to perform all accounting functions.

Demonstrated proficiency in the use of computers and accounting software

Excellent oral and written communications skills.

Ability to independently assume responsibility for the overall needs of the Accounting Department.

Knowledge of Fundware, Microsoft Word, Microsoft Excel, and E-mail.

Certification/Licensure:

None.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 1232 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.