



## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Controller
<b>Salary:</b>	Depends on Experience
<b>Schedule:</b>	40 Hours Per Week (some overtime required)
<b>Department:</b>	Accounting
<b>Location:</b>	Anchorage, Alaska
<b>Reports To:</b>	Controller
<b>FLSA Status:</b>	Non-Exempt Position
<b>Job #:</b>	<b>10-01-01</b>

**Summary:** Provides high level support to the Controller by reviewing, processing and reconciling financial information. This is a non supervisory position, although the Assistant Controller may direct the work of clerical accounting staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Include the following. Other duties may be assigned.

- Responsible for analyzing the monthly transactions and preparing all month end closing entries.
- Review and approve all G/L and Project coding for A/P, A/R, and Payroll.
- Provide back-up support for A/P and Payroll functions.
- Reconcile G/L Accounts and Bank Statements.
- Analyze Project Status Reports and distribute to Managers monthly.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Assist in Consolidating Subsidiary Monthly Financials and Quarterly Budget Forecasts
- Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability

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required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Accounting, Finance, or Business Administration is preferred. Equivalent work experience may be substituted for a degree.
- Five years of professional level accounting experience with increasing levels of responsibility.
- Experience and proficiency using Deltek Costpoint financial software is preferred.
- Excellent verbal and written communication skills.
- Must be able to work independently.
- Problem solving skills and ability to interpret instruction presented in variety of situations. Flexible and adaptable work style.
- Must be able to complete a task with minimum supervision. Strong detail and follow-up skills essential. Ability to complete work in a priority order, meeting a high degree of professionalism, quality and craftsmanship.
- Must demonstrate through past employment and a high degree of personal integrity, professional ethics, and an ability to adhere to strict confidentiality. Must be reliable, punctual, and consistent in all job duties and responsibilities.
- Demonstrate experience with Microsoft Office Software (Word, Outlook, Excel and PowerPoint). Ability to type 40 wpm.

**Physical Demands / Work Environment:**

Frequent sitting, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust focus); walking; bending, pushing, pulling, and standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office setting utilizing telephone, computer and other office equipment. Some travel may be required to shareholder communities, subsidiary offices and other locations as needed.

This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by a supervisor or manager.

**Pre-employment Drug Testing Information**

Ahtna Incorporated requires pre-employment drug testing utilizing urinalysis collection. A positive drug test makes you ineligible for employment with Ahtna, Inc. and its subsidiaries.

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