



## POSITION DESCRIPTION

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Job Title: Assistant Controller

Department: Accounting

Reports To: Controller

FLSA Status: TBD

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### **POSITION SUMMARY:**

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### **KEY or ESSENTIAL FUNCTIONS:**

This position applies professional level accounting knowledge and experience to provide for accurate and timely general ledger processes, cash management, budget development and analysis, and financial reporting for AERC, its subsidiaries including AEL&P, and Kwaan Electric Transmission Intertie Cooperative.

#### **General Ledger**

Exercise responsibility for the accuracy and completeness of general ledger account records for AERC, AERC Subsidiaries, and Kwaan Electric Transmission Intertie Cooperative (all entities).

- Prepare, maintain, seek approval for, and post monthly recurring and standard journals for all entities.
- Prepare, enter and post miscellaneous journals as required or as assigned for all entities.
- Enter and post journal entries prepared by others for all entities. Assure entry is approved and contains required backup, general ledger account assignments are appropriate, and stated period is appropriate.
- Reconcile prepaid and deferred balance sheet accounts monthly for all entities to ensure account balances are correct. Investigate and work with responsible parties to correct any errors found.
- Prepare reconciliation schedules for annual audit by a CPA firm for audited entities, as needed.
- Archive all monthly GL Journals and month-end closing reports for all entities.
- Maintain the charts of accounts for all entities. This includes researching dominant authority for GL assignment guidance (FERC or GAAP); creating the account; and communicating account availability and usage guidance to impacted stakeholders.

#### **Bank Reconciliation and Cash Management**

Exercise responsibility for bank reconciliation and cash management for all entities.

- Perform daily reconciliation of incoming payments between customer billing records and the general bank account daily transaction records for AEL&P.
- Perform monthly bank statement reconciliation to GL (including reconciling of A/P and P/R checks and customer NSF payments) for all entities.
- Prepare monthly cash receipts general ledger journal for AEL&P.
- Maintain daily, monthly, and quarterly statements of cash flows.
- Communicate daily cash position to controller, CFO, and CEO.
- Communicate upcoming need for treasury action (line of credit or movement between accounts)

## **Budget Development and Analysis**

Act as the primary budget analyst for budgeted entities (currently AEL&P and AJTM).

### **Budget Development**

- Prepare annual payroll budget.
  - Communicate relevant budget timelines to stakeholders well in advance.
  - Work with department heads and other leadership to understand operational requirements and related position issues for the upcoming budget year.
  - Understand AEL&P pay structures and position requirements to the extent that these issues impact payroll budgeting.
  - Understand the collective bargaining unit agreement between AEL&P and IBEW.
  - Maintain a current understanding of the status quo and upcoming changes to wage and hour and other labor laws and IRS regulations that impact payroll and payroll budgeting.
- Support AEL&P's controller with the development and iterative update of other budget components as assigned.

### **Budget Analysis**

- Provide monthly reports to AEL&P's controller and CFO outlining in detail the cause for variances in GL accounts where the variance exceeds a predetermined review threshold.
- Keep a record of operational variances that should be addressed in the following year budgeting cycle.
- Perform special budget analysis as assigned or as requested.

## **Financial Reporting**

Exercise responsibility for maintenance of system and hand-built financial reports and their delivery to internal and external report consumers for all entities.

- Maintain alignment of financial reports with chart of accounts so that all active GL accounts are represented and antiquated accounts are not.
- Assure accuracy of financial reports, confirming on a regular basis that totals are accurate by way of carrying out a recalculation on selected items.
- Package reports as needed for month-end, year-end, audit, and regulatory actions.

- Work with IT department and other knowledgeable partners to develop custom reports as requested by stakeholders, or as a need is observed by incumbent.
- Maintain a sensible format and useful aesthetic in all reporting.

### **Additional Responsibilities**

Perform the following additional duties, as well as other duties as assigned.

- Act as primary backup to payroll accountant for time entry, payroll processing and reporting.
- Assume acting controller status in controller's absence.

### **QUALIFICATIONS/REQUIREMENTS:**

A degree in accounting, and experience as an accountant for an audited entity is preferred.

In lieu of a degree, at least 24 credit hours of accounting coursework with a B (3.0) or greater overall average for the relevant classes, or relevant accounting experience in excess of the required two years, may be considered.

Experience with enterprise-level accounting software is preferred.

Must have a valid driver's license and be insurable under AEL&P's insurance policy. Applicants must be willing to release their driving records to AEL&P prior to offer of employment and must be willing to consent to pre-employment drug testing upon hire.

### **EQUIPMENT UTILIZED:**

The duties of this position will require regular use of a desktop computer, keyboard, mouse, telephone, printer, as well as other office equipment as required for the job.

### **PHYSICAL REQUIREMENTS:**

To meet all expectations of this position, the employee must be able to lift 20 pounds without assistance and sit for long periods of time.

### **MENTAL REQUIREMENTS:**

For an employee to succeed in this position they will need to: utilize analytical skills for complex problem solving, prioritize workload, work efficiently and meet deadlines, collaborate with coworkers, and adapt to changing tasks.

### **WORK ENVIRONMENT:**

At Alaska Electric Light and Power Company, we maintain a drug-free workplace with a commitment to safety and job satisfaction. All employees must comply with AEL&P company policies, including the Drug and Alcohol Policy.

### **WAGE:**

Salary is commensurate with experience. Salary range is based on recent Alaska market data. Competitive and attractive benefit package which includes medical,

dental, and vision coverage, robust retirement plan, generous leave, paid holidays, legal services, and long-term disability.

**TO APPLY:**

Visit [www.aelp.com](http://www.aelp.com) and complete the required job application. Send application and supplemental forms to [hr@aelp.com](mailto:hr@aelp.com).

**Applications will only be accepted electronically.**

AEL&P is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.