



CITY OF UNALASKA
International Port of Dutch Harbor
Alaska
Controller



43 Raven Way · P. O. Box 610 · Unalaska, Alaska 99685
(907) 581-1251 · www.ci.unalaska.ak.us



WHY APPLY?

The City of Unalaska is a well-financed and professionally run organization, staffed by hardworking, talented and successful people. City facilities are well-maintained, and we have a history of numerous and successful capital projects. This position will provide many challenges and the opportunity to grow professionally.

COMMUNITY PROFILE

The City of Unalaska is located on an island of the same name, located in the Aleutian Chain off the west coast of Alaska. We are 800 miles southwest of Anchorage, which is a 3 hour flight, and have a population of about 4,700. Our community is a vibrant mix of industry and history connected by 40 miles of roads linking our port, harbors and private docks with local businesses and our thriving residential community.

Unalaska is on the coast of Unalaska and Amaknak Islands and is home to one of the busiest and most prosperous stretches of coastline in Alaska. For more than 30 years, Unalaska's economy has been based on commercial fishing, seafood processing, fleet services and marine transportation. The Port of Dutch Harbor is the only deep draft, year-round ice-free port from Unimak Pass west to Adak and north to the Bering Straits. Our Port has been designated a "Port of Refuge" and provides protection and repair for disabled or distressed vessels as well as ground and warehouse storage and transshipment opportunities for the thousands of vessels that fish or transit the waters surrounding the Aleutian Islands on a daily basis.

Unalaska is the anchor for commercial fishing activity in the Bering Sea and the Aleutian Islands and is the #1 commercial fishing port in the United States, based on the quantity of the catch, a distinction held for more than 20 years.

Unalaska is also the home of the western-most container terminal in the United States and is one of the most productive ports for transshipment of cargo in Alaska. In addition to product shipped domestically to and from this regional hub, product is shipped to ports around the world with weekly shipments headed to Europe and Asia by container ship and freighter.

Unalaska is unique among Alaska's coastal communities in the support services provided. In addition to the five seafood processing facilities in Unalaska, the business community provides a wide range of support services including accounting and bookkeeping, banking, cold storage, construction and engineering, diesel sales and service, electrical service and marine electronics, equipment, freight forwarding, gear replacement and repair, hydraulic services, logistical support, marine pilots and tugs, maritime agencies, stevedoring, trucking, vehicle rental, vessel repair, warehousing and welding. Because of the wide variety of services provided each and every day, no other community in the region has Unalaska's capacity to support commercial fishing in the Bering Sea.

The people of Unalaska take pride not only in the work they do, but in the quality of their schools, health care and their leisure and cultural opportunities.



The Unalaska City School District operates two schools providing a well-rounded educational experience for students from preschool through 12th grade. Unalaska City Schools have consistently ranked among the top school in the state in academics. Unalaska City School was awarded the National Blue Ribbon School Award in 2011, and in 2012 Eagle's View Elementary was nominated for this prestigious award. Our school system has excellent facilities, modern instructional technology and a wide variety of academic and co-curricular programs.

Health care is provided primarily by Iliuliuk Family & Health Services, which operates a local clinic providing the community with comprehensive primary medical care, behavioral health care and dental care. There are two excellent chiropractic offices on the island, as well as visiting dentists and optometrists.

Unalaska's weather is fairly moderate, with an average summer temperature range of °41-52, and a winter average of °31-40. We receive about 60" of precipitation each year, but with our relatively warm winter temperatures, any snow doesn't stay on the ground for long in town. In summer, our hills turn a vibrant green and are blanketed with beautiful wildflowers and berries.

Ounalashka Corporation is the major land owner on Unalaska, Amaknak and Sedanka Islands and graciously opens their land, within reason, for use in subsistence and recreational activities including salmon fishing, gathering foods in the intertidal zone (such as clams, mussels, sea urchins, chitons, seaweeds, etc.), collection of greens and herbs, berry

picking, hiking and wildlife viewing. Hiking along the miles of World War II roads, and trails once traveled by ancient peoples, allows Unalaskans the opportunity to get away from it all by wandering through history that is hidden in the most exquisite beauty nature has to offer – and no bears! Residents and visitors alike enjoy year round outdoor activities.

Our island is also home to two excellent museums, one focusing on WWII in the Aleutians and the Museum of the Aleutians promotes public awareness of the rich cultural legacy of the people of the Aleutian Islands.

There are numerous nonprofit agencies serving the community which provide volunteer opportunities and the chance to grow and network within the community.

THE CITY

Unalaska has a Council, strong City Manager form of government. The elected Mayor and City Council are responsible for the legislative functions of the City, developing overall vision, establishing policy, passing local ordinances and voting on budget appropriations. The city's seven elected officials provide sound direction and stable, progressive leadership. The City Council appoints a professional City Manager who has broad authority to oversee the administrative operations of the municipality, implement policies and advise the Mayor and City Council. The City is not part of an organized borough.

The City is comprised of nine departments: Administration; Clerks; Planning; Finance; Public Safety; Ports; Public Works; Public Utilities and Parks, Culture and Recreation. Each department has a designated director that directs the overall operations of the department including personnel and budget, the Finance staff is comprised of 14 full time employees with an FY17 budget of \$1.6 million.



THE POSITION

This manager level position, under the general supervision of the Finance Director, is responsible for the operations and management of the primary financial functions of the Department of Finance. The Department of Finance is staffed by a three member Information Systems division; 4 member Accounts Receivable division; 3 member Accounts Payable division; Purchasing; an Administrative Assistant, Project Management/Fixed Asset Accountant and Finance Director. This position has direct supervisory responsibilities over the two Senior Accounts (AP and AR).

This position balances all City bank accounts to the General Ledger; records interest income and bank services charges. Additionally, the position prepares financial statements in accordance with generally accepted accounting principles (GAAP) and government accounting (GASB) standards.

EXAMPLES OF WORK:

- Maintains productive working relationships within the department and with representatives of the community at all levels, including elected officials and staff
- Manage accounting staff by setting work assignments; job description development; ensuring staff coordinates and conforms to City policies, procedures and ordinances; develops and implements staff training plans and other personnel related duties
- Manages accounting systems to include maintaining internal controls over assets, cash

- disbursements and cash receipts as well as conducting staff training in the operation of the City's financial and reporting software
- Organize preparation, review process and analysis of periodic financial and operating statements in accordance with GAAP and GASB standards
- Manages and coordinates all City audits
- Assists Finance Director with City budgets and the City's CAFR

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess extensive knowledge of bookkeeping and accounting procedures, practices, methods, software, techniques and terminology
- Have a working knowledge of business management practices
- Experience of the application of data processing terminology as it applies to maintaining financial control and accounting records with a working knowledge of generally accepting auditing standards (GAS), OMB Circulars A-87-A133, procedures and practices
- Ability to develop utility rates, i.e. electric, water, wastewater, landfill, etc.
- Possess and understanding of personnel management including employee development, adherence to a labor union contract, employee performance evaluations, coaching and progressive disciplinary processes
- Ability to establish and maintain productive working relationships with subordinates, peers, employees, elected officials and members of the public
- Demonstrated leadership and management skills

EXPERIENCE AND EDUCATION:

Graduation from an accredited four-year college or university with a degree in accounting, public administration or business administration or similar field. Minimum of three years professional experience in governmental accounting or finance with three years supervisory experience. CPA and/or CPFO, CGFM, CMA, CGFO, CIA certification preferred. Other combinations of education and experience providing the knowledge, skills and abilities will be evaluated on an individual basis.



IDEAL CANDIDATE PROFILE

Unalaska is looking for a professional manager who understands all aspects of finance or governmental finance department. He or she will have had previous experience in an organization of similar size and complexity recognized for excellent customer service, adherence to all GAAP and GASB standards and continuous improvement. The ideal candidate will have excellent skills in working collaboratively with the Finance Director subordinate staff and will have a proven track record of delivering results, building accountability for staff and creating a positive working environment.

The Finance Director is seeking an individual who is excited to live in Unalaska and who can give a long-term commitment. The successful candidate will have a proven track record of conservative budget and financial management, demonstrate the ability to administer people and budgets, make sound management decisions, and initiate work without direct supervision.

Unalaska seeks a Controller who will continue our positive organizational culture. He or she will model respect for others and a spirit of collaboration and cooperation. The ideal candidate will be personable and accessible to employees and the public and be comfortable in a professional, yet informal, work place.

The Finance Director is not seeking an individual intent on major or immediate changes, rather an individual who is willing to train current staff and continue to build strong relationships with peers. The ideal candidate will be prepared to first take

time to listen, learn and build relationships, both within the organization and in the community.



COMPENSATION AND BENEFITS

- Salary Range: \$77,076.32 - \$123,322.12 (Wage based on the midpoint of the wage scale \$100,199.22)
- \$1,500 Annual Airfare Allowance
- Generous Personal Leave, accruing at the following rates:
 - Years 1-2: 16 hours per month
 - Years 3-4: 20 hours per month
 - Years 3-4: 20 hours per month
 - Years 5-6: 24 hours per month
 - Years 7-8: 28 hours per month
 - Year 9-on: 32 hours per month
- Nine paid holidays per year, plus 3 floating holidays
- Bereavement leave
- State of Alaska Public Employees Retirement System (PERS)
- Health insurance (medical, dental, vision and audio) at no cost to employee and dependents
- \$5,000 life insurance policy with optional term policies available
- 457 Plans
- No Alaska state income tax
- Housing opportunities available for rent through the City's Employee Housing



TO APPLY

If the idea of becoming part of a dedicated team of professionals living in a community with a thriving economy and quality of life like no other, please submit a City of Unalaska Employment Application, cover letter, resume, five professional references to:

CITY OF UNALASKA
Attention: Controller Search
C/O Department of Administration
P.O. Box 610
Unalaska, Alaska 99685

Applications are available on our website at www.ci.unalaska.ak.us. Applications submitted through Indeed.com will not be considered.

For questions concerning the application process or for additional information about the position or the community please contact Human Resources Manager Kelly Stiles at (907) 581-1251, extension 1302, or by email to kstiles@ci.unalaska.ak.us.

The City of Unalaska is an Equal Opportunity/AA employer.

Qualified candidates are strongly encouraged to apply by March 15, 2017 for first review, though the position will remain open until filled.