

CITY OF UNALASKA
JOB ANNOUNCEMENT
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
IN HOUSE POSTING: February 16, 2017
TO THE PUBLIC: February 16, 2017

The Department of Finance is accepting applications for the position of: **CONTROLLER**. Position is open until filled.

GENERAL DESCRIPTION: This position is responsible for the operations and management of the City of Unalaska's receivables; payables; payroll accounts; revenue analysis and financial functions. The position also assists the Finance Director with general accounting functions for the department. The position has direct supervision over the Senior Accountants of the Accounts Receivable and Accounts Payables divisions of the Finance Department.

EXAMPLES OF WORK: Balances all City bank accounts to the General Ledger; records interest income and bank service charges. Prepares financial statements in accordance with generally accepted accounting principles (GAAP) and governmental accounting (GASB) standards. Prepares necessary schedules relating to annual audit. Maintains and practices internal controls over assets, cash disbursements and cash receipts; track and maintains daily cash balances. Responsible for the oversight and training of staff in the operation of the City's primary financial and reporting software. Assists Finance Director with annual budget preparation. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrated and advanced knowledge of the principles, concepts, theories, and practices of current governmental accounting. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public; ability to conduct necessary research and compile comprehensive reports. Experience with the development of utility rates and performance measures. Considerable knowledge of internal control procedures and management information systems, of financial software programs, preferably MUNIS or any Tyler Technologies software products, and their applications, of comprehensive, integrated financial management information systems, of public finance and fiscal planning, and of accounts receivable and payable functions. Working knowledge of budgeting, accounting, and reporting systems. Knowledge of the principles and practices of employment supervision.

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with a degree in accounting, public administration or business administration. Minimum of 3 years of professional government experience, 5 years preferred. Minimum of 3 years of supervisory level experience, preferably in an accounting and or finance environment. CPA license and/or CPFO, CGFM, CMA, CGFO, CIA certifications preferred. Other combinations of education and experience providing the required knowledge, skills and abilities will be evaluated on an individual basis.

LICENSES AND SPECIAL REQUIREMENTS: Position subject to pre-employment substance abuse testing.

TO APPLY: Please submit a completed City of Unalaska application, cover letter, resume, and five professional references. The job description, application, and reference release forms can be viewed, downloaded, and returned by visiting www.ci.unalaska.ak.us or by contacting City of Unalaska Human Resources Division at PO Box 610, Unalaska, AK 99685; 907/581-1251 telephone; 907/581-4469 facsimile; or kstiles@ci.unalaska.ak.us.

PAY RANGE: \$77,076.32 - \$123,322.12 DOE* Regular Full Time. Excellent Benefits.

***Starting salary will be based up to the midpoint of the range: \$100,199.22, dependent on qualifications.**

Must present work authorization documentation within 3 days of hire (INS requirement).