



City and Borough of Sitka, Alaska
Seeking a talented manager for the position of

CONTROLLER

Annual salary range: \$87,422.40 to \$103,979.20 DOE/Q

Sitka is the place

Situated on the West Coast of Baranof Island in a region renowned for its natural beauty and wildlife, Sitka is a special place to live and work. As Alaska’s first capitol and as a cultural heritage site, Sitka is unique. The community is diverse and rich in tradition and activities. A summer classical music festival, Russian church, a vibrant Tlingit community, Fine-Arts camp, three high schools, a college, Whalefest, Raptor Center, and many more opportunities are right here. Long-term residents and approximately 200,000 visitors every year exclaim, “This is the place!”

The City and Borough of Sitka

The Baranof Island area is 4,800 square miles and is located in the Alexander Archipelago. Approximately 9,000 residents call Sitka home. We are a home rule City and Borough with an Assembly – Administrator form of government. A full-service local government has the following Departments:

Administration	Electric	IT Services	Police
Assessing	Finance **	Legal	Public Works
Centennial Hall	Fire	Library	Search and Rescue
Clerk	Harbor	Planning	

**[Finance Department webpage](#)

There are 154 FTE’s and a total budget of \$113 m. including General Fund, capital and enterprise funds. The Assembly has 7 members with the Mayor being the Chair. It meets twice a month with special sessions for issues.



Please submit [application](#), along with resume and cover letter to hr@cityofsitka.org

The Job of Controller

The principal function of an employee in this class is to manage, direct and oversee the accurate recording of all receipts and expenditures and the preparation of quarterly and annual financial reports. The work is performed under the direct supervision of the Finance Director, but extensive leeway is granted for the exercise of independent judgment and initiative.

Sitka Performance Center



Profile

Direct supervision is exercised over the work of select staff. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Finance Director, an employee in this class may temporarily assume full responsibility for duties of the Finance Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, Assembly members, auditors and the public. The principal duties of this class are performed in a general office environment. See [job description](#) for details.

Sitka Public Library



Benefits See [Benefit Summary](#)

- PERS Defined Contribution Retirement
 - SBS Annuities program - 6.13% match
 - Life Insurance
 - Medical Dental Vision
 - Annual Leave/Sick Leave
 - Paid Holidays
 - Floating Holidays
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Education and experience

Ideal candidate will possess a Bachelors' Degree in Accounting or Master's Degree in Accountancy; [or](#) a Bachelor's Degree in any business field which includes successfully completed coursework in financial accounting, managerial accounting, intermediate accounting, cost accounting, and auditing.

Required special qualifications

- Possession of a driver's license issued by the State of Alaska
- Certification as a Certified Public Accountant, Certified Management Accountant in the State of Alaska, or Certified Public Accountant candidate preferred

Harrigan Centennial Hall



More Information:

[Official City and Borough of Sitka website](#)

[Human Resources website](#)

[Information on Sitka](#)

[Travel Guide to Sitka](#)

[Sitka Fine Arts Camp](#)

[Sitka Public Library](#)

[Harrigan Centennial Hall](#)

[Sitka Police Department](#)

[Sitka Fire Department](#)

[Sitka School District](#)

[Southeast Alaska Regional Health Consortium \(SEARHC\)](#)

[Sitka National Historical Park](#)

[Sitka Economic Development Association](#) - For business and economic information about Sitka

[Gary Paxton Industrial Park](#) - For information about Sitka's marine industrial park

[Sitka Tribe of Alaska](#) - Local tribal government includes Tribal Tours information

[Greater Sitka Chamber of Commerce](#) - For information about local businesses

The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. Position open until filled. To apply, please send a letter of interest, resume, and completed application to:

City and Borough of Sitka
Human Resources
100 Lincoln Street
Sitka Alaska 99835



hr@cityofsitka.org
907-747-1816 voice
907-747-1846 fax

Thank you for your interest in serving the citizens of Sitka!