



**CITY OF WASILLA**  
invites applications for the position of:

## **Controller**

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**SALARY:** \$45.44 - \$60.45 Hourly  
\$3,635.38 - \$4,836.19 Biweekly  
\$94,520.00 - \$125,741.00 Annually

**DEPARTMENT:** Finance

**OPENING DATE:** 04/22/22

**SUMMARY:**

The City of Wasilla is currently recruiting applicants for the position of Controller in the Finance Department. This is an exempt, full-time position with benefits. At the direction and in assistance with the Finance Director, this position is responsible for the day-to-day functions of the accounting department and performs a variety of supervisory, administrative, budgetary, technical accounting and finance functions. A successful candidate must have solid communication, technology, analytical and management skills; with an interest and ability to modernize and streamline processes.

This position has an anticipated start date around June 1, 2022.

## **JOB DUTIES:**

*The responsibilities listed below are illustrative of the various types of duties that may be performed with or without reasonable accommodation.*

- Conducts month-end balancing and closing of general ledger, revenue, and expense accounts.
- Directs payroll processing and data entry functions.
- Oversees A/P, A/R processing, grant accounting, sales tax collections, utility billing and special assessments.
- Participates in the development, implementation and administration of accounting policies, procedures, internal controls, and establishes goals, objectives, and priorities for area of responsibility.
- Understands and manages use of financial software applications, including interfaces from third-party vendors; assists in managing software security/roles, the chart of accounts, daily accounting processes, year-end close procedures ensuring reconciliations and substantiation of account balances are completed in a timely manner.
- Performs certain treasury functions such as maintaining cash controls, monitoring cash requirements, and maintaining relationships with banking and investment institutions.
- Coordinates preparation of the ACFR, including scheduling of staff, communicating with City departments, obtaining statistical data, working with external auditors as the primary contact, and preparation of audit work papers and financial statements.
- Assists with the City's annual budget preparation, administration, and monitoring.
- Prepares and presents reports to management, city council, civic groups and the general public as required.
- Develops finance-related ordinances and resolutions.
- Manages special projects and other duties as assigned by the Director of Finance.

## **MINIMUM QUALIFICATIONS:**

### **Experience and/or Education:**

- Bachelor's Degree in Business Administration, Accounting, Finance, or related field required.
- Minimum 10 years of progressively responsible accounting experience with 3 years supervisory experience. Municipal experience preferred but not required.

### **Certificates, Licenses, Registrations:**

- Designation as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Government Financial Manger (CGFM), or Certified Internal Auditor (CIA) is preferred.
- Must possess a valid State of Alaska Driver's License and be able to operate a motor vehicle.

## **ADDITIONAL INFORMATION:**

### **EEO STATEMENT**

The City of Wasilla is an equal opportunity employer and complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, please call 1-907-373-9038.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofwasilla.com>

290 E Herning Ave  
Wasilla, AK 99654  
907-373-9038

[dadams@ci.wasilla.ak.us](mailto:dadams@ci.wasilla.ak.us)

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Position #FY2022-00019

CONTROLLER

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