



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

## **Controller**

---

<b>SALARY:</b>	\$43.74 - \$47.02 Hourly
<b>DEPARTMENT:</b>	Finance
<b>OPENING DATE:</b>	06/16/22
<b>CLOSING DATE:</b>	07/08/22 05:00 PM
<b>JOB DESCRIPTION:</b>	

Under the general direction of the Finance Director, the Controller directs and oversees the City's day-to-day accounting operations, financial reporting, and auditing functions. The Controller is a working manager with a variety of professional accounting duties, including implementing and maintaining accounting systems, procedures, and controls; ensuring compliance with applicable federal, state, and local laws, regulations and policies; and providing accounting and compliance support to City departments. Work is performed independently in an office setting.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Analyze fiscal transactions to ensure conformity and compliance with Generally Accepted Accounting Principles, City ordinances, and State and Federal requirements.
2. Manage and prepare journal entries and adjustments to the general and subsidiary accounting ledgers; assist in closing the City's financial records at the end of the accounting period; prepare account analyses, maintain accounting schedules, and reconcile month-end books to subsidiary ledgers.
3. Direct employee payroll and benefits processing and data entry functions and ensure compliance with City ordinances and State and Federal requirements, including but not limited to maintaining and reviewing employee payroll and benefits information; adding new employees, and updating data as needed. Prepare, reconcile, and file payroll reports, W-2 forms, and related payroll items.
4. Select, train, supervise, evaluate and schedule the work of employees in accordance with City personnel policies.
5. Perform certain treasury functions, including but not limited to setting up and maintaining the chart of accounts, authorizing transfer and investment of funds, reconciling monthly bank statements and monitoring daily cash receipts, bank account and electronic transactions, bankcard sales, and ACH payments and deposits.
6. Prepare and maintain a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation of source data.
7. Prepare the Kenai Peninsula Borough sales tax collection report.
8. Coordinate the annual audit and preparation of the Annual Comprehensive Financial Statement.
9. Assist in compiling, preparing, and implementing the annual budget.
10. Prepare ordinances and resolutions. Prepare and enter accounting journal entries and budget revisions resulting from ordinances, resolutions, administrative transfers, and other transactions.
11. File and monitor grant reports and reimbursements from State, Federal, and private sources.
12. Act as Finance Director as assigned.
13. Maintain confidentiality of sensitive personnel information and comply with privacy laws and regulations.
14. Establish and maintain effective working relationships with banking and investment institutions, government agencies, boards, commissions/committees, vendors, City employees, and the general public.
15. Attend and participate in department training as well as professional training and keep current with respect to new trends and developments in the field of accounting.
16. Perform job duties with minimal or no supervision and exercise independent judgment.
17. Have regular, reliable, and predictable attendance at work.
18. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. A bachelor's degree from an accredited college or university in accounting, finance, business administration, or a closely related field –or– eight (8) years of increasingly responsible experience in accounting –or– any combination of the above education and experience that provide the applicant with the knowledge, skill, and ability to perform the

essential job functions, including advanced knowledge of budgetary, accounting and reporting systems; Governmental Accounting, Auditing, and Financial Reporting (GAAFR); generally accepted accounting principles (GAAP); and the Governmental Accounting Standards Board (GASB).

2. Four (4) years of professional experience in accounting or financial management.
3. The applicant (or employee after hire) must pass a background check, including a criminal background check and credit report in accordance with the Fair Credit Reporting Act (FCRA).

### **DESIRABLE QUALIFICATIONS:**

1. Municipal governmental accounting experience.
2. Public accounting experience.
3. Designation as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Public Finance Officer (CPFO), or Certified Internal Auditor (CIA).
4. Three (3) years of supervisory experience.

**WORKING ENVIRONMENT** The work environment is typically in an indoor office setting, adequately heated, lighted, and ventilated.

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously (e.g., operate computers, telephones, photocopiers, keyboards, scanners, and other general office equipment); to communicate orally in person and on the telephone; is regularly required to sit, stand, walk, stoop, crouch, bend, lift, and reach with hands and arms. The employee must occasionally exert up to 40 pounds of force, and must occasionally use step ladders up to 2-3 feet in height. Specific vision requirements include close, distance and peripheral vision, the ability to adjust focus, and the ability to judge distances and spatial relationships. The employee must be able to hear and to talk and communicate verbally in person as well as on a telephone.

**MISCELLANEOUS INFORMATION** The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kenai.city>

Position #00178  
CONTROLLER  
CC

210 Fidalgo Ave  
Kenai, AK 99611  
(907) 283-8223

[ccunningham@kenai.city](mailto:ccunningham@kenai.city)

---

### **Controller Supplemental Questionnaire**

- \* 1. Do you possess a bachelor's degree from an accredited college or university in accounting, finance, business administration, or a closely related field –or– eight (8) years of increasingly responsible experience in accounting –or– any combination of the above education and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions, including advanced knowledge of budgetary, accounting and reporting systems; Governmental Accounting, Auditing, and Financial Reporting (GAAFR); generally accepted accounting principles (GAAP); and the Governmental Accounting Standards Board (GASB). If yes, please explain.
- \* 2. Do you have four (4) years of professional experience in accounting or financial management? If yes, please explain.
- \* 3. Do you have municipal governmental accounting experience? If yes, please explain.
- \* 4. Do you have public accounting experience? If yes, please explain.
- \* 5. Do you possess designation as a Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Public Finance Officer (CPFO), or Certified Internal Auditor (CIA)? If yes, please explain.

\* 6. This position supervises three employees in the Finance Department – do you have supervisory experience? If yes, please explain.

\* Required Question