

## JOB ANNOUNCEMENT

### CITY OF UNALASKA, AK FINANCE DEPARTMENT

**OPEN DATE:** June 30, 2022  
**CLOSE DATE:** Until Filled

**POSITION:** Controller  
**SALARY:** (Min-Max Range) \$80,553.62 - \$104,702.31/year

The City of Unalaska is located in the number one commercial fishing port in the United States, the International Port of Dutch Harbor. Unalaska, Alaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,000 full-time residents and seasonal influxes from multiple commercial fishery operations.

***The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.***

**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.

**KNOWLEDGE, SKILLS & 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 & 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 & SPECIAL REQUIREMENTS:**

- Must have, or be able to obtain, an Alaska Driver's License within 90 days of hire.
- Ability to pass all required pre-employment testing i.e. Criminal background and History, drug testing.
- Must be eligible to work in the US; requirements by Federal Law if hired must complete employment eligibility verification form (I-9).

#### **BENEFITS & SALARY:**

- Up to a \$10,000 Hiring Bonus
- \$5,000 Relocation Assistance
- Annual Airfare Allowance \$2,000, after first year of employment.
- Medical & Dental Insurance - premium 100% employer paid (employee & dependents).
- 100% employer paid Life-flight Insurance (employee & dependents).
- Personal Leave Accrual starting at 16 hours a month.
- 9 paid Holidays and 4 floating Holidays per year.
- Eligible for Public Employees Retirement System (PERS) retirement.
- Eligible for 457 Plans with MissionSquare or Mutual of America.
- City Owned Employee Housing available for rent.

#### **TO APPLY:**

Submit a City of Unalaska Employment Application. The application and other necessary forms are available at Unalaska City Hall, Department of Administration, 43 Raven Way, Unalaska; or by downloading on the city website at <https://www.ci.unalaska.ak.us/hr/page/employment-application-forms>. Return completed application to City of Unalaska, Administration Department, P.O. Box 610, Unalaska, AK 99685; submit by email to [hr@ci.unalaska.ak.us](mailto:hr@ci.unalaska.ak.us); or send by fax to (907) 581-4469. Questions? Telephone (907) 581-1252

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

*The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply.*