

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: October 15, 2016
Closing Date: Until Filled

POSITION: Assistant Controller
LOCATION: Barrow, Alaska
REPORTS TO: Controller
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$41.79 DOE + Benefits Non-Exempt Position

JOB DESCRIPTION: Under the guidance of the Controller, supervise and evaluate all accounting staff to ensure accuracy of department output and performance of Business Office; Provide staff with the necessary guidance and training to fulfill their job responsibilities; Under the guidance of the Controller, assist with general accounting and related activities; accounts payable, accounts receivable, and payroll accounting functions. Cover the primary functions of Accounts Payable, Accounts Receivable, and Payroll if and when primary staff and backup staff are absent; Responsible for tracking and analyzing company profits and expenditures by ensuring accuracy of aging reports and customer/vendor statements; Oversee the monthly reconciliation of Accounts Payable, Accounts Receivable, and Payroll to the general ledger; Prepares, verifies, and controls journal entries to the general ledger; Federal and State grant reconciliation and drawdowns with Grant's administrator in accordance with the requirements of OMB Circular A-133, audits of States, and Local Governments; Ensures reconciliation of monthly bank statements; Trains new personnel and provide technical assistance to other departments; Assist the Controller with coordination and preparation of annual financial audit by providing auditors with information to comply with year-end audit requirements; Maintain current understanding of local, state and federal regulations regarding payroll issues; Ensure the proper filing of quarterly and annual payroll and ACA reports; Comply with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Perform other duties as assigned;

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree in Accounting or 8 years of experience; Minimum of four years demonstrated accounting work/business office experience; Minimum of five years demonstrated professional supervisory experience; Minimum of three years demonstrated computerized software experience; Demonstrated knowledge of accounting concepts, techniques and principles; Demonstrated ability to meet deadlines; Demonstrated ability to work independently and with minimal supervision; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multi-cultural environment; Demonstrated PC skills, including Microsoft Word and Excel; Demonstrated experience with Great Plains accounting software; Ability to pass a pre-employment background check; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Postgraduate degree and/or postgraduate classes in related field; Certified Public Accountant (CPA) or Certified Management Accountant (CMA); Demonstrated familiarity with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) in a fund accounting non-profit environment; Demonstrated familiarity with IRS regulations, State of Alaska statutes, OMB Circulars, and Federal rules and regulations; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]
-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-