



City and Borough of Sitka, Alaska

CONTROLLER

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

Sitka

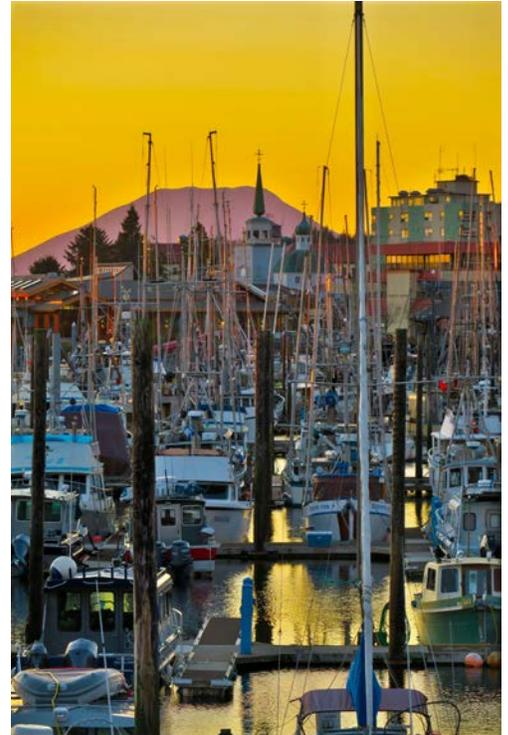
Situated on the western coast of Baranof Island, in a region renowned for its natural beauty and wildlife, Sitka is a special place to live and work. As Alaska's first capital and as a cultural heritage site, Sitka is unique. The community is diverse and rich in tradition and activities.

Nestled at the foot of magnificent glacial carved mountains facing the Pacific Ocean on Baranof Island, Sitka is located on the outer coast of Alaska's Inside Passage and lies at the heart of the largest temperate rain forest in the world, the Tongass National Forest. With views of island-studded waters and forests descending to the water's edge, Sitka is home to about 8,500 people.

Accessible only by air or sea, Sitka offers incredible scenery, fishing, hiking, abundant wildlife, and Alaska's most culturally rich history and community. Residents and visitors alike enjoy and experience all this dynamic town has to offer. Baranof Island area is 4,800 square miles and is located in the Alexander Archipelago. Approximately 8,500 residents call Sitka home.

Sitka boasts a history dating back 10,000 years when the Tlingit natives migrated to the area. Sitka later became the Russian-American capital and was known as the "Paris of the Pacific." Many of the sites and traditions that make up Sitka's cultural heritage are still at the center of daily life in the bustling downtown. The spirit of community is strong in Sitka and the crime rate is very low

Sitka enjoys one of the most diversified economies in the state. Strong sectors exist in commercial fishing and fish processing, cruise ship, tourism, healthcare, education, and government agencies. Sitka's workforce, like much of Alaska's, tops national norms for productivity and education. The overall education level of Sitka's citizens is substantially higher than the typical US community, with nearly 30% of adults having at



least a bachelor's degree. There is a large professional class connected with the medical, education, natural resource management, and law enforcement sectors. Sitka is also the site of the Alaska State Trooper Academy. The nearby 17 million-acre Tongass National Forest provides ample opportunity for hiking, backpacking and camping, and the island boasts world class diving and fishing. Sitka Sound is well known for its sea kayaking, ocean rafting, diving, and snorkeling. Sitka is a fisherman's paradise and offers saltwater sport fishing, as well as freshwater stream and lake fishing.

The City and Borough of Sitka

The City and Borough of Sitka has approximately 154 FTE's and a total budget that averages over \$100 million including general governmental, internal service, and enterprise funds. Sitka operates under a "strong manager" form of government in which the elected Mayor and Assembly members establish policy. Those policies are then implemented by the Municipal Administrator who is appointed by, and reports to the Assembly. The Assembly is comprised of 7 members with the Mayor being the chair and meets twice a month with special sessions to discuss timely issues. Sitka provides a full range of municipal services, including Assessing, Community/Conference Center, Clerk, Electric, Finance, Fire, Harbor, Industrial Park, Information Technology, Legal, Library, Planning, Police, Public Works, Search and Rescue, Solid Waste, Water, and Wastewater.



The Department and Position

Under the direction of the Finance Director, the Controller leads a team to ensure the accurate accounting of all financial activity of the municipality. As Sitka is situated on an island, the finance department faces unique challenges and complexities, including operating its own hydroelectric utility. In total, the finance department manages 34 funds including governmental (21), enterprise (8), internal service (3), and fiduciary (2) funds. 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.

Key Responsibilities and Skills

- Proven comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) procedures, and Government Accounting and Auditing Financial Reporting (GAAFR) standards.
- Demonstrated ability of successfully managing all aspects of an external CPA audit of the financial systems, internal controls, and financial statements of a complex entity.
- Demonstrated ability to successfully implement and manage a consistent, periodic financial accounting and reporting cycle on both a soft-close and hard-close basis for a multi-departmental entity.
- Demonstrated skill and ability in implementing, managing, and utilizing Enterprise Resource Planning (ERP) software systems with an emphasis on electronic business interfaces with stakeholders through internet portals.
- Demonstrated skill and ability in advanced data extraction and manipulation techniques using spreadsheet software and pivot table applications.
- Ability to communicate well with others to secure cooperation and efficient coordination in preparation of financial records and reports.
- Ability to interpret complex fiscal reports and records, analyze financial data and determine appropriate accounting methods for control and reporting purposes.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- Candidate must be able to positively enforce the skills and production of staff; be a positive motivator.
- The ideal candidate should allow for independence of staff, yet be able to observe and correct with respect.
- The ideal candidate leads by example and has strong interpersonal skills and is able to maintain the loyalty of dedicated staff.
- The Controller must have strong technical skills, especially with Microsoft Excel. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.



Benefits

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

Required education and experience

- Bachelor's degree from an accredited college in Finance, Accounting, or related field is required.
- A Master's Degree in Accountancy or a related field is preferred.
- Certification as a Certified Public Accountant, Certified Management Accountant in the State of Alaska, or Certified Public Accountant candidate is preferred.
- Example of desired experience is five years total experience as an accountant in a relevant setting, with two years supervisory experience.

Required special qualifications

- Certification as a Certified Public Accountant, Certified Management Accountant in the State of Alaska, or Certified Public Accountant candidate preferred

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

