



Position Title: Controller

Department: Finance
Location: Anchorage
FLSA: Exempt
Reports To: CFO
Approved By: CEO
Revision Date: 06/21/2021
Effective Date: 06/21/2021

Position Description

Professional Controller completes, reviews and analyzes financial statements and oversees the underlying documentation used in the preparation of accounting records in accordance with telecommunications accounting rules and generally accepted accounting standards. Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records. Responsible for the internal controls that protect company assets, as well as assisting in the maintenance, design, and implementation of general accounting, CABS, accounts payable, accounts receivable, payroll and purchasing systems. Makes recommendations relative to accounting issues. This position is responsible for the supervision, training and conduct of accounting staff. This position should be familiar with all job duties and responsibilities in both the financial and plant accounting areas of emphasis.

Principle Accountabilities

- Oversees all general ledger inputs to ensure proper recording in compliance with FCC and GAAP accounting standards
- Oversees the design, preparation, and review of various financial and managerial reports for presentation to CFO in a timely manner
- Assists the preparation of variance analyses including comparisons to approved budget amounts and addresses significant variances
- Presents financial information to the Board of Directors in CFO's absence
- Monitors end user, miscellaneous and CABS billings for irregularities and impacts on NECA and AECA reporting
- Assists in the management of cash and investments
- Provides timely information to assist in the coordination of capital spending and maintenance projects for scheduling and cash flow requirements
- Ensures that all company operations comply with lender, NECA, USAC, RCA, FCC, and other federal, state and local requirements, and internal control compliance
- Assists in the review, design and implementation of procedures to safeguard assets and strengthen internal control practices, reporting any perceived concerns to the CFO
- Analyzes long-term investments in line with investment policy guidance
- Prepares supporting documents to facilitate loan designs
- Coordinates audit, cost study and regulatory reporting and data gathering
- Assists in the preparation of budgeting and forecasting functions
- Oversees records retention policies, including timely archiving of complete and accurate records
- Supervises the daily activities of the accounting function including payroll, accounts payable, cash deposits, accounts receivable, property accounting, general accounting and procurement;



providing professional leadership and direction to direct reports, including establishing, communicating, monitoring and documenting individual goals and objectives; determine training and developmental needs; providing incidental feedback as needed in a timely manner

- Assists in developing succession and contingency plans for areas and functions supervised
- Completes training programs as necessary or required to improve job performance
- Strives toward automation of accounting processes, where applicable

Additional Responsibilities

- Sufficient equipment at your residence to ensure uninterrupted remote work at speeds close to speeds experienced while working in the office
- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness
- Ensure readily available access to records for review as needed
- Provide training and support for ASTAC staff as needed
- Acting Chief Financial Officer during absences as needed
- Other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of telecommunications organization
- Knowledge of standards, rules and regulations governing telecommunications operations
- Knowledge of settlements, separations, and access charge compensation procedures
- Skill in operating various office equipment such as personal computer, various software programs (Microsoft Office), copier, fax, pagers, and telecommunications systems
- Skill in reading and interpreting statistical and financial data
- Ability to create an efficient working environment with minimal supervision
- Ability to communicate with customers, employees, and various business contacts in a professional and courteous manner
- Ability to make sound decisions using information at hand
- Ability to manage multiple projects/priorities at the same time as well as daily activities
- Ability to maintain confidentiality of classified information
- Strong organizational and communication skills (both written and verbal)
- Must be detail-oriented
- Must be flexible to work overtime, flexible schedule, and/or weekends if necessary
- Ability to work with a diverse group of people, individually and/or collectively
- Ability to stand, sit, stoop, kneel, walk, climb ladders, climb stairs
- Ability to lift at least 50 pounds
- Ability to travel to service area sites as needed
- Ability to attend industry association meetings/training as needed

Measures of Performance

- Compliance with federal and state reporting requirements



- Timeliness of close process (including issuance of financial statements) with zero audit exceptions
- Keeps accurate records in compliance with FCC retention policies (both current and historical)
- Accuracy, completeness and organization of records
- Compliance with FCC and GAAP accounting standards
- Completion of SMART goals
- Working knowledge of and compliance with internal controls
- Positive feedback from ASTAC staff on training and supporting related tasks
- Demonstrated, advanced knowledge of Microsoft Excel, including advanced functionality such as pivot tables, vlookups, etc
- Ensure all major processes are documented and that the documentation is up to date at all times
- Ensure all job descriptions are up to date

Education and Experience Required

- Bachelor's degree in Business Administration or Accounting with 10 years of progressive accounting experience and 5 years supervisory experience required
- Demonstrated interpersonal, leadership, and supervisory skills
- Telecommunications experience required
- CPA or CMA preferable

Employee	Date	Supervisor	Date
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Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.