

**DOYON UTILITIES, LLC – CORPORATE HEADQUARTERS  
FAIRBANKS, AK**

**TITLE:** Assistant Controller

**DEPT:** Headquarters (Fairbanks, AK)

**REPORTS TO:** Controller

**WAGE RANGE:** DOE

**POSITION OBJECTIVES:**

The primary responsibility of this position is to ensure timely, accurate accounting of financial and statistical transactions primarily related to the general ledger and plant accounts. This position performs complex, professional, technical work related to the development, preparation and the maintenance of the company financial accounting records and systems. Considerable judgment must be exercised to ensure compliance with company policies, procedures, rules, and State and Federal laws and regulations. This position is under the direct supervision of the Controller.

**ESSENTIAL FUNCTIONS:**

1. Prepares monthly and quarterly financial reports and other special ad hoc reports as needed.
2. Prepares a variety of monthly account reconciliations.
3. Prepares working papers and analysis for the interim reviews and year-end audit; including analysis comparing current year actual to budget, current year actual to prior year, and current year actual to previous quarters.
4. Reviews transactions related to developing policies to ensure goals are met.
5. Reviews Fixed Asset activity to ensure quality and compliance with policy and procedures.
6. Research and error correction related to balance sheet, income statement and reporting.
7. Develop reporting capability using Excel, Jet Reports, MS Access and similar tools.
8. Responds to inquiries and determines accounting treatment of transactions, as needed.
9. Provides backup to Controller.

**JOB SPECIFIC COMPETENCIES:**

1. Thorough knowledge of and ability to apply basic accounting principles.
2. Thorough knowledge of company policies and procedures and the ability to apply that knowledge on a daily basis.
3. Considerable knowledge in all aspects of General Ledger, Accounts Receivable, and Cash Management.
4. Proficient in the use of Microsoft Office applications.
5. Self-motivated and able to work under minimal supervision and in a fast-paced environment.
6. Possess excellent communication and organizational skills, attention to detail with excellent problem solving, and the desire to be a strong contributor to the department.
7. Ability to investigate and satisfy inquiries made by others in a prompt, professional manner.
8. Ability to relieve and perform the daily functions of other Accounting personnel, as needed.
9. Ability to maintain confidential, sensitive or proprietary information.
10. Ability to make sound, independent decisions and to prepare accurate mathematical documentation.
11. Ability to establish and maintain effective working relationships with subordinates, other employees, auditors, and the general public.
12. Ability to comply with professional and state ethical standards.

**MINIMUM QUALIFICATIONS:**

1. Five years of related accounting experience.
2. Advanced verbal and written communication skills.
3. Bachelor's degree in accounting.
4. Supervisory experience

**PREFERRED QUALIFICATIONS:**

1. Experience with database reporting tools such as MS Access or similar software.
2. CPA

**CONDITIONS AND ENVIRONMENT:**

1. The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring regular sustained concentration, standing, bending and carrying items weighing less than 40 pounds.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
3. Must be eligible to access a military installation in Alaska.
4. Possess and maintain a valid State of Alaska driver's license throughout the period of employment.

**HOURS OF WORK:**

Position requires a minimum of 40 hours per week (normal office hours are 8:00 am to 5:00 pm, Monday-Friday) with hours in excess of 40 per week as needed. Position may require announced or unannounced overtime.

**EMPLOYMENT CLASSIFICATION:**

Exempt/Regular Full-time

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Employee Signature

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Date