

**Doyon Utilities, LLC  
Job Description**

<b>JOB TITLE</b>	Financial Accountant I Financial Accountant II	<b>LOCATION</b>	HDQ Accounting
<b>REPORTS TO</b>	Controller	<b>HOURS</b>	40 Hours per week
<b>TYPE OF POSITION</b>	Full Time, Regular	<b>SCHEDULE</b>	M-F /8am-5pm
<b>WAGE RANGE</b>	DOE	<b>FLSA STATUS</b>	Non-Exempt
<b>BARGAINING GROUP</b>	N/A	<b>DATE</b>	10/23/2020

**GENERAL DESCRIPTION:** The primary responsibility of this position is to perform complex professional accounting duties and review work prepared by Accounting Technicians and Specialists involved in recordkeeping.

**Financial Accountant I** is the entry level professional accounting position. Under direction and established guidelines, the incumbent performs complex accounting work including the examination, analysis, maintenance, reconciliation, verification and review of financial records. Individuals in this position may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher class.

**Financial Accountant II** is the advanced level professional accounting position able to perform complex accounting work with a high degree of proficiency, accuracy and independence. The position also advises, trains nonprofessional staff and leads cross-functions teams for various internal projects and initiatives.

**ESSENTIAL DUTIES:**

1. Review recordkeeping of Technicians and Specialists.
2. Maintain effective accounting controls.
3. Review and prepare account reconciliations and account analysis.
4. Advise, train, and support junior accounting staff.
5. Prepare reports, statements, statistics, or complex accounting requiring extensive analysis and interpretation of data.
6. Assist in development and implementation of new or revised accounting system, policies, procedures and process documentation.
7. Perform technical and regulatory research and recommend accounting treatment.
8. Assist with internal and external audits by providing support, preparing schedules, and answering questions.
9. Propose estimates, adjustments and corrections.
10. Ability to lead cross functional teams for various projects and initiatives involving accounting support systems and records management
11. Compile data and prepare financial reports.
12. Provide back-up support for other accounting positions during absences and vacancies.
13. Support all internal departments of the business including operations, regulatory, administration and executive management.

**OTHER DUTIES:**

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

1. Knowledge of and ability to apply basic accounting principles.
2. Ability to implement policies and procedures and apply that knowledge on a daily basis.
3. Must be self-motivated and able to work effectively in a team environment.
4. Ability to meet deadlines with the highest degree of accuracy
5. Proficient in Microsoft Office, (Word, Excel, Access, and PowerPoint) with experience in ERP systems (Microsoft Dynamics Nav, preferred), and the ability to quickly develop a working knowledge of financial systems.
6. Possess excellent communication and organizational skills, attention to detail with excellent problem solving, and desire to be a strong contributor to the department.
7. Ability to learn and backup the daily functions of other Accounting Technicians and Specialists, as needed.
8. May require announced or unannounced overtime work and be able to respond accordingly during non-working hours or emergencies.
9. Ability to maintain strict confidentiality.

**CONDITIONS OF EMPLOYMENT:**

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver’s license issued by the State of Alaska.

**ENVIRONMENT:** The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring regular sustained concentration. On occasion, standing, bending and carrying items weighing less than 40 pounds may be necessary. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in Accounting required
2. 1 to 5 years of related job experience required

---

Employee Signature

---

Date