



Office of Human Resources
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CORPORATE CONTROLLER	
Department: Finance/Accounting	
Company: Tikigaq Corporation	Last Updated:
FLSA <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Approved Date: 2024

JOB DEFINITION: Under limited supervision, designs, develops, implements, and oversees financial policies and procedures of corporation, while maintaining the operational objectives set forth by the Chief Financial Officer.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Develops, reviews and implements financial processes to meet company goals and objectives while assisting the CFO with formulating and executing business strategies that meet the financial performance goals and objectives set forth by the President and Board of Directors.

Maintains accounting and finance database systems; installs updates and coordinates staff training. Oversees external audits. Coordinates accounting staff with third party auditors. Ensures tasks are completed on schedule. Develops and implements plans and actions to improve procedures on audit recommendations.

Assists in the preparation of budgets, analyzes, and balances budgets. Prepares budget reports for assigned departments or divisions, or companies. Evaluates budget discrepancies. Oversees production and distribution of financial reports.

Manages and schedules assigned staff. Develops goals and priorities and assigns tasks and projects. Interviews and hires new employees. Develops staff skills and training plans. Counsel, trains, and coaches assigned staff. Implements corrective actions and conducts performance evaluations. Provides leadership, direction and guidance in finance and accounting.

Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present and expected operations.

Provides management with timely reviews of organization's financial status and progress in its various programs and activities.

Prepares reports required by regulatory agencies, including indirect cost analysis submissions, and provisional bill rate submissions.

Reconciles and reviews balance sheets. Reviews, authorizes and tracks draw requests while doing cash flow forecasting and cash flow analysis. Authorizes high value and complex purchase orders. Participates in departmental and company-wide quality control and productivity initiatives.

Performs other duties as assigned or required.

(continued on reverse side)

CORPORATE CONTROLLER

KNOWLEDGE and SKILLS:

- Knowledge of accounting principles, practices and applications.
- Knowledge of business acquisition and expansion principles and practices.
- Knowledge of related federal, state and local laws, codes and regulations.
- Knowledge of the principles and practices of cost accounting and strategic planning.
- Knowledge of budget preparation and analysis techniques.
- Knowledge of GAAP, FARS and CASB, as applicable.
- Skill in developing and implementing strategic plans, goals, and procedures for cost effective management of allocated resources.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in analyzing financial issues and making logical recommendations based on findings.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in analyzing and evaluating accounting and internal control methods and financial reports.
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in business or related field **AND** seven (7) years of accounting experience; **OR** an equivalent combination of education and experience. CPA preferred.

ADDITIONAL REQUIREMENTS: None.

MINIMUM PHYSICAL REQUIREMENTS: The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires persistent repetitive movements of the hands, wrists and fingers and the ability to sit for long periods of time. Must be able to lift approximately 30 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.