

Controller

Location: Anchorage, AK

Hours: 8-5 M-F, in office work

Salary: \$80,000 to \$100,000 DOE

Job Description & Requirements

Far West, Inc., an Alaska Native Village Corporation, is seeking a Controller. The Controller's primary duties include overseeing all financial aspects of the corporation and its subsidiaries to ensure the financials are up to date, accurate, and compliant with financial regulations. This position will supervise the accounting department and report to the Chief Operating Officer.

Objectives:

- Provide comprehensive financial updates to senior managers and executive staff by evaluating, analyzing, and reporting appropriate data points
- Guide financial decisions by applying company policies and procedures to current economic environment
- Develop, implement and maintain financial controls and guidelines
- Develop and achieve budgeting goals with proper scheduling, analysis, and corrective actions
- Maximize financial/accounting efficiency through innovative process development
- Help develop and support short and long-term operational strategies
- Provide effective leadership by mentoring accounting staff to meet the standards, objectives, and goals of the Accounting Department, ensure accountability and fit with the company's values and culture

Essential Job Responsibilities:

- Oversees the accounting operations of the corporation and subsidiary companies
- Books and reviews necessary journal entries
- Prepares monthly, quarterly, and yearly financial reports, including balance sheets, income statement summaries, cash flow statements, and budgets
- Reviews payroll operations
- Manages completion of reconciliations and monthly close
- Performs internal audits of company operations
- Analyzes cash flow
- Cross-training and back-up for other accounting staff
- Manages annual audit and tax preparation
- Manages financial aspects of insurance policies and benefits package(s)
- Assist in the preparation of budgets or forecasts and help in the development of reports for executive management
- Is a valued advisor to operations supporting and challenging business decisions
- Provides ad-hoc reporting as needed
- Develop and maintain a financial reporting schedule
- Corporate custodian focused on financial compliance and governance
- Oversee the daily accounting operations for AP, AR, intercompany, credit cards, and cash management, including oversight of monthly, quarterly, and annual compliance related to these areas
- Design and implement the governance and control structure to manage and maintain the standardized processes, procedures, and data structures within the finance function
- Responsible for formulation of internal controls and policies

- Responsible for tax compliance
- ERP and related systems thought leader, identify opportunities for process and technological system improvements
- Supervise the accounting staff to include yearly evaluation and goal development

Education Requirements & Essential Skills:

- Bachelor's degree in Accounting, Business Administration, or Finance
- Minimum of 8? years of professional accounting experience, progressive work experience as senior-level accounting or finance manager experience preferred
- Certified Management Accountant, Certified Public Accountant or Chartered Accountant preferred
- Knowledge of GAAP with demonstrated experience analyzing business transactions in accordance with GAAP
- Experience working collaboratively with executives and peers in the financial reporting environment
- Experience developing and preparing complex account reconciliations
- Innovative aptitude for continuous improvement of accounting systems and processes
- Experience with Microsoft Office Suite with a proven focus on Excel and PowerPoint
- Experience with Unanet or similar ERP systems
- Knowledge of government contracting, DCAA, and GAAP
- Ability to work cooperatively and effectively with corporate and subsidiary management and staff
- Strong oral and written communication skills

Key metrics for the position:

- Completion of monthly, quarterly, and annual balance sheet reconciliations for all accounts
- Successful completion of external operational and financial audits
- Document all key accounting processes and desktop procedures
- Meeting all internal and external deadlines
- Successful monthly close process
- Preparation and presentation of monthly and quarterly reporting to executive staff.

Physical Demands

- Frequent sitting and occasional lifting of up to 25 pounds. Work performed in a professional office environment

Equal Opportunity Employer/Shareholder Preference in accordance with Public Law 93-638

Far West, Inc. is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected status or any other characteristic protected by applicable law. FWI grants employment preference to shareholders of FWI and their spouses and descendants to the extent allowed by law.