



CONTROLLER

CITY OF UNALASKA, ALASKA

First Review of Applications: October 23, 2024

*Up to \$10,000 in relocation assistance.
Annual travel allowance of \$2,000 after the first year of employment.*



PUBLIC SECTOR EXECUTIVE RECRUITMENT

The Community

Unalaska, Alaska (est. full-time pop. 4,195 plus seasonal influxes) is strategically located in the heart of the North Pacific and Bering Sea fisheries and is home of the number one commercial fishing port in the United States, the International Port of Dutch Harbor. The community is 50 miles from the North Pacific Great Circle Shipping Route and 800 miles southwest of Anchorage. This coastal community in the Eastern Aleutian Islands seamlessly blends industry and history, connected by a 40-mile network of roads that link the bustling port, harbors, private docks, local businesses, and residential areas on Unalaska and Amaknak Islands.

Unalaska's economy thrives on commercial fishing, seafood processing, fleet services, and marine transportation, with the Port of Dutch Harbor serving as a vital year-round, ice-free, deep-draft port designated as a Potential Port of Refuge for distressed or disabled vessels. Dutch Harbor is the #1 Commercial Fishing Port in the United States based on the volume of the catch, handling 763 million pounds of seafood valued at \$190 million. The Eastern Bering Sea Pollock fishery, the nation's largest, sets the stage for various fishing activities.

Unalaska also hosts the westernmost container terminal in the U.S., facilitating the efficient transshipment of cargo both domestically and internationally. The community offers a wide range of support services, from seafood processing to accounting, logistics, and marine support, making it a unique resource for the fishing industry in the region.

Unalaska boasts a climate characterized by a pleasantly moderate and consistent climate with summer temperatures ranging from 41-56° and winter temperatures between 31-40°. Precipitation averages 60" annually, with up to 90" of snowfall that tends to melt quickly. During the summer, Unalaska's scenery undergoes a remarkable change, with the hills bursting into vibrant shades of green and adorning themselves with an abundance of beautiful wildflowers and delicious berries, creating a picturesque and welcoming atmosphere.

Unalaska's Department of Parks, Culture, and Recreation (PCR) is dedicated to enriching the community by providing cultural, leisure and recreational facilities and programs. PCR provides diverse services, including aquatics, arts and culture, fitness, programs for children and teenagers, leisure activities, library services, and special events. They manage facilities like the Aquatics Center, Community Center, Library, and eight parks. The recently renovated Public Library offers a wealth of resources, while the Museum of the Aleutians showcases 9,000 years of local history. The outdoors beckon in Unalaska, where nature enthusiasts can explore the vast 134-acre Aleutian World War II National Historic Area for outdoor activities such as hiking, fishing, and wildlife observation.





The Community *(continued)*

The Unalaska City School District, serving around 345 students, offers comprehensive education from preschool to 12th grade, consistently ranking among the top schools in the state. Accolades such as the 2011 National Blue-Ribbon School Award highlight their commitment to academic excellence. Unalaska City School's educational facilities are complemented by the University of Alaska Fairbanks Bristol Bay Campus Unalaska Learning Center, which offers a range of college courses and educational opportunities.

Residents of Unalaska take pride in their work and the quality of their schools, healthcare, leisure, and cultural offerings, fostering a well-rounded and vibrant community. Now they also enjoy the benefits of high-speed internet.

The Organization

Unalaska is a First Class City established in 1942 and has a Council/City Manager form of government. The elected Mayor and City Council are responsible for the legislative functions of the City, developing the overall vision, establishing policy, passing local ordinances, and voting on budget appropriations. The City Council appoints a professional City Manager who has broad authority to oversee the administrative operations of the municipality, implement policies, and advise the Mayor and City Council. The City is not part of an organized borough.

The City operates with an FY25 general fund operating budget of \$36.6 million and employs 176.5 full time equivalent positions. [Click here to view Unalaska's organizational chart.](#)

The Position

The Controller is responsible for overseeing the operations of the City of Unalaska's financial functions, including receivables, revenue analysis, and various financial reporting tasks. This position involves managing and reporting on the city's debt, ensuring accurate cash and investment reconciliations, and overseeing the reconciliation of taxes, such as sales and property taxes. A critical aspect of this role includes conducting year-end lease reconciliations and reporting in accordance with GASB 87 standards.

Under the direction of the Finance Director, the Controller also supports general accounting functions and reconciliations within the department. This includes ensuring the accuracy and integrity of financial records, assisting in the preparation of financial statements, and providing analytical support for budgeting and financial planning. The Controller will play a key role in maintaining the city's financial health by implementing and monitoring internal control procedures, managing financial software systems, and collaborating with other departments to ensure compliance with financial policies and regulations. The ideal candidate will have strong analytical skills, a comprehensive understanding of governmental accounting practices, and the ability to effectively communicate complex financial information to various stakeholders. The Controller will serve as Acting Finance Director in the absence of the Finance Director.

Desired Capabilities

The desired candidate will possess demonstrated and advanced knowledge of the principles, concepts, theories, and practices of current governmental accounting. They should have the ability to communicate effectively, both orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public, as well as the ability to conduct necessary research and compile comprehensive reports. The candidate should have considerable knowledge of internal control procedures, financial software programs (preferably MUNIS or any Tyler Technologies software products), and their applications. They should also have knowledge of comprehensive, integrated financial management information systems, public finance, year-end activities, and experience working with auditors and responding to requests for information. Additionally, they should possess a working knowledge of accounting and reporting systems.



Education and Experience

This position requires graduation from an accredited four-year college or university with a degree in accounting, public administration, or business administration; a minimum of three years supervisory experience, and a minimum of three years of professional government experience, five years preferred. CPA license and/or CPFO, CGFM, CMA, CGFO, or CIA certifications preferred. Other combinations of education and experience providing the required knowledge, skills, and abilities will be evaluated individually.



Compensation and Benefits

The preferred hiring salary range for this position is \$125,632 to \$138,195; the full salary range is \$125,632 to \$175,885. The City of Unalaska offers a comprehensive benefits package, which includes 100% employer-paid medical premiums for both employees and their dependents, as well as 100% employer-paid basic life/AD&D insurance and medevac insurance for employees.

In addition to competitive salary and benefits, the city provides up to \$10,000 in relocation assistance. An annual travel allowance of \$2,000 is available after the first year of employment.

Employees will immediately begin to accrue personal leave at a rate of 16 hours per month and starting from their ninth year of employment will accrue at the maximum of 32 hours per month; and enjoy nine paid holidays and four floating holidays. Longevity bonuses begin after three years of service.

The benefits package also includes eligibility for the Public Employees Retirement System (PERS) and 457 Plans through MissionSquare and Mutual of America. City-owned employee housing may be available for rent.



Application and Selection Process

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

www.governmentjobs/careers/bakertilly

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than October 23, 2024. For more information, please contact Patty Heminover at Patty.Heminover@bakertilly.com or 651-223-3058.

For more information about Unalaska, visit: <https://www.ci.unalaska.ak.us> and <https://www.facebook.com/Unalaska.DutchHarbor>.

THE CITY OF UNALASKA IS AN EQUAL OPPORTUNITY EMPLOYER

