



Last Review Date: 08/25/2010
Date Approved: 08/25/2010
Approved By: Bill McLaughlin,
President/CEO

Koht'aene Enterprises Company, LLC

Job Description

Job Title: Contracts and Finance Manager **Job Location:** Anchorage, AK

Status: Full-Time, Exempt

Reports To: President/CEO

SUMMARY:

This position is responsible for all billing, project analysis and related document control functions for KEC and KEC JV's. This position provides highly confidential, high level and key administrative functions that are directly related to running the general operations for the department. Exercises discretion and independent judgment involving the comparison and evaluation of possible courses of conduct and acts or makes a decision after various possibilities have been considered.

ESSENTIAL FUNCTIONS:

- Perform analysis (profitability, cost pool impacts, forecasts) on all company projects on a monthly basis.
- Entering project budgets into accounting system, to include tracking and detail responsibility.
- Establish Work Breakdown Structure (WBS) with management to allow for adequate tracking of direct and indirect costs.
- Enter contract modifications into the accounting system.
- Submit client invoices on a timely basis per contract requirements
- Track accounts receivable.
- Ensure proper charging practices.
- Liaison for KEC with Ahtna, Inc. accounting and KEC project staff to ensure proper coding of all vendor invoices and accurate financial reporting.
- Prepare management reports such as employee utilization, A/R, business development spending, and indirect rate monitoring.
- Proposal / Estimating support.
- Participates as audit team member.
- Assists in the management of contract compliance and interpretation of Federal Acquisition Regulations.
- Handle confidential and non-routine information which would have immediate negative impact on the company operations, performance, or value if shared beyond its intended audience.
- Proactively brings together appropriate staffing and other resources to support the executive in addressing issues.
- Ensures contract requirements are outlined in developing schedules and timeframes for compliance identification, tracking and recordkeeping.
- Performs monthly reviews of contract summary and compliance matrix and sends updates and reminders to the Quality Control and Safety Managers of upcoming audit requirements and timelines.
- Develops implementation plans; communicate changes effectively.
- Maintain contract and subcontract files based on policy and need of the department including a subcontract log for each contract with numbers, dates, scope of work, and amounts.
- Ensures all contract binders are maintained and accurately logged. Establishes and monitors an index log which includes contract and modification numbers, dates and amounts.
- Oversees the authenticity of documentation control recordkeeping; record archives, and retrieval.
- Interfaces with the Operations Team toward program support and ensuring that contract compliance measures are developed and initiated.
- Conduct research, develop content, and create effective presentations.
- Handle special projects and additional duties as needed.

CORE COMPETENCIES:

- Federal contracting experience preferred.
- DELTEK CostPoint software experience a plus.
- Experience and knowledge of Alaska Native cultures preferred.
- The individual has a basic understanding of GAAP and has a working knowledge of general ledger, accounts payable, accounts receivable, payroll, income tax and banking problem solving.
- Identifies and resolves problems in a timely manner and gathers, analyzes, and interprets both financial and general business information skillfully.
- Oral and Written Communication: Speaks clearly and persuasively in positive and negative situation, demonstrates group presentation skills, prepares and delivers written reports, conducts meeting and negotiates with employees, subcontractors and clients.
- Management and Leadership Skills: includes staff in planning, decision-making, facilitating and process improvement; making self available to staff; provides regulate performance feedback; and provides strategic feedback as needed.
- Judgment: Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/Organizing: Prioritize and plans work activities, uses time efficiently and develops realistic action plans.
- Must have the ability to manage multiple priorities and projects simultaneously.
- Excellent computer skills utilizing spreadsheet and accounting software.
- Ability to work and communicate effectively with employees and management team; good written and verbal communication skills.
- Capable of being entrusted with confidential information.
- Ability to work in a fast-paced environment, effectively balancing multiple concurrent assignments, flexible with job duties and scope of work.
- Detail oriented self starter, analytical in nature, enthusiastic, energized, requires littler supervision.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or Business Administration required. Experience may be substituted for the degree on a 1:1 basis (one year of experience for each year of the degree requirement).
- A minimum of five (5) years of progressively responsible accounting or business management experience with increasing levels of responsibility that demonstrate ability to meet core competency requirements.

WORKING ENVIRONMENT: The work environment characteristics described in this job description are representative of those an employee encounters while performing the essential duties and responsibilities of this job. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is Koht'aene's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or

significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:		
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Employee Signature	Print Name	Date
Supervisor/HR Signature has reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.		
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Supervisor/HR	Print Name	Date