

**Pedro Bay Corporation
Job Description**

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|-------------------------|--------------------|--------------------|-----------|
| JOB TITLE | Controller | LOCATION | Anchorage |
| TYPE OF POSITION | Full-Time, Regular | HOURS | Full-time |
| SCHEDULE | M-F 8am-5pm | FLSA STATUS | Exempt |
| REPORTS TO | CEO | No. | 2011-07 |
| CLOSES | 09/26/11 | | |

JOB SUMMARY: With reporting responsibility to the CEO, the employee will be responsible for managing the financial affairs of the corporation. Serves as both the controller of subsidiary companies and for the Pedro Bay Corporation. Provides oversight to subsidiary management on corporate financial policies.

ESSENTIAL FUNCTIONS:

Finance and Accounting

- Responsible for banking and lending relationships. Oversees the creation and use of credit lines, term loans and other debt instruments as necessary for the corporation and subsidiary company operations.
- Responsible for capital planning, forecasting and modeling and is responsible for assuring compliance with financial covenants.
- Provides technical leadership to accounting and finance department personnel.
- Serves as senior financial executive and primary contact related to the outside audit function.
- Provides leadership, vision, and direction in the matters of financial reporting, internal controls, cash management, asset management, and accounting procedures.
- Supervises and provides direction to the internal audit function.
- Supervises and provides direction and is ultimately responsible for tax preparation and planning.
- Responsible for Risk Management compliance for Pedro Bay Corporation and its subsidiaries.
- Performs monthly balance sheet account analysis.
- Manages accounting system compliance for adherence to Federal Acquisition Regulation (FAR) guidelines.
- Perform budget vs. actual analysis for all companies.
- Prepares corporate budget and reviews subsidiary budgets.
- Prepares various cash, AP discount and capitalization reports on a monthly basis.
- Reviews and approves accounts payable, i.e., verifies that the payables comply with company policy.
- Maintains and develops internal control.
- Reviews and approves applications for new credit arrangements.
- Books necessary journal entries on a monthly basis.
- Creates and reviews journal entries.
- Monitors delinquent A/R.
- Assists with the preparation of the each subsidiary's Financial Analysis.
- Prepares annual budget for equipment expenditures and tracks budget variances by branch.
- Reviews equipment capital requests and, once approved by the owners, prepares the check.
- Maintains accounting software and is highly skilled in the use of Microsoft Office, Peachtree, Timberline, Dexter & Chaney, Input, Visio, document imaging and electronic invoice approval.

Management

- Participates on the Executive Management team and contributes to the creation of effective corporate strategies, planning, and policy creation. Serves, when appropriate, on subsidiary boards.
- Hires, terminates, develops, promotes and conducts performance reviews for all staff reporting directly to the Controller.
- Provides training and development to managers on the company's budgeting and financial control systems.

Supervisory Responsibilities

- Manages employees in the Payroll, Accounts Payable and Accounts Receivable. Is responsible for the overall direction, coordination, and evaluation of these units and requires “Hands on” responsibilities.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Business development

- Participates with Senior Management and the CEO on business development activity.
- Assists corporate business development in existing subsidiary operations and the expansion into new industries to ensure strategic goals are accomplished.
- Leads and organizes the performance of due diligence on new ventures and acquisitions.

Passive and short-term investment management

- Seeks and maintains relationships with individuals and enterprises who provide access to passive investment opportunities for Pedro Bay Corporation.
- Researches, monitors performance, and recommends changes as necessary in the portfolio management firms, consultants, and other service providers
- Recommends long-range financial goals, investment objectives and financial strategies

Additional Responsibilities:

Provide guidance and support to subsidiary and affiliated company operations as necessary.

PEDRO BAY CORPORATION LIMITED CORE COMPETENCIES:

- Commitment to Excellence – Identifies what needs to be done and takes action to achieve a standard of excellence beyond job expectations.
- Corporate Values- Understand, embraces, and integrates Pedro Bay Corporation corporate values into everyday duties and responsibilities.
- Customer Services – Identifies and responds to current and future client needs by providing excellent service to internal and external clients.
- Teamwork – Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside or outside the organization.
- Safety and Security – Promotes a safe work environment for co-workers and customers.

JOB SPECIFIC COMPETENCIES:

- Leadership– Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.
- Management - Plans, organizes, directs, monitors and controls a group of one or more employees or one or more entities to accomplish organizational goals and objectives. Makes self available to staff; provides regular performance feedback; and develops subordinates’ skills and encourages growth.
- Strategic Implementation/Thinking - Supports, promotes, and ensures alignment with Pedro Bay Corporation's vision, mission and values.
- Analytical Skills - Visualizes, articulates and solves complex problems and concepts, and makes decisions that make sense based on available information.
- Communication Skills - Listens, writes, and speaks effectively, and positively relates and interacts with co-workers and others.
- Problem Solving - Innovative problem-solver who generates workable solutions and resolve complaints.
- Risk Management - Assesses and quantifies business risks, then takes measures to minimize, monitor, and control them.
- Dependability - Dependable, responsible individual committed to excellence and success.
- Time Management - Ability to manage time when accomplishing specific tasks, projects and goals.

- Delegation - the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Quality management - the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment - the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- Planning/organizing - the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans
- Safety and security - the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

REQUIRED QUALIFICATIONS:

- Bachelors Degree in Business Administration or Accounting from an accredited university.
- MBA, CPA, CMA or other comparable professional designation.
- 10 years of related experience with increasing levels of financial management and risk assessment.

WORKING CONDITIONS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds.

WORKING ENVIRONMENT: The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is Pedro Bay Corporation’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.

PREFERENCE STATEMENT: Preference will be given to Pedro Bay Corporation shareholders and shareholders of other Alaska Native Corporations in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

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.