



Job Title: **Financial Specialist**

Reports To: **Chief Executive Officer**

FSLA Status: **Exempt**

Date Updated: 5/16/16

Work Location: **Corporate Office-Anchorage,
AK**

Companies Supported: ALL TDX Companies

TDX is a \$130M Alaskan native corporation with over 550 employees and headquartered in Anchorage, Alaska. The company is highly diversified in both its offerings and locations, with projects and holdings in Alaska and around the world.

TDX is proud of its entrepreneurial culture, which encourages creativity and provides autonomy for individual subsidiaries. The firm prides itself on the excellence of its employees, who possess sharp technical skills and a passion for customer service.

JOB SUMMARY

Coordinate and lead internal, external audit collection, recording and reporting of corporate and state income tax including preparation of apportionment schedules. Work with CFO and finance to ensure proper recording of all entries to achieve objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

Coordinating and Managing External/ Internal Audit Activities

1. Developing and enforcing communication protocols with auditors.
2. Collecting audit requirements and assessing company resource workload constraints (roadblocks or bottlenecks), escalate and propose solutions to management timely.
3. Develop internal protocols and processes to review audit requests prior to submission to process owners to identify duplicate or similar requests, ensuring efficient use of company resources and improving quality and consistency of responses.
4. Develop and distribute key health metrics to determine the timeliness in auditor requests, management response and auditor approvals.
5. Develop and perform quality review process. Review documents submitted by process owners to ensure consistency, adherence to expected internal quality and communication protocols prior to submission to auditors.
6. Lead frequent auditor and management status meetings, develop and present metrics and communicate risks that require escalation to executive leadership

Tax Accountant

1. Monitor new business activity to ensure proper licensing is in place, identify applicable taxes & ensure collection of tax data for timely tax filings.
2. Devise tax strategies to defer, reduce or eliminate tax payments, while remaining compliant with generally accepted accounting principles and the law.
3. Assists with the preparation of income tax returns by compiling information and interacting with external tax preparers in timely manner
4. Prepare and update tax provision schedules
5. Research and correct process errors that caused incorrect tax filings

Financial Support

1. Provide financial/accounting support to operation needs and process review activities to improve the overall efficiency and the Company's financial controls
2. Prepare various financial and non—financial reports as required
3. Respond to and support CFO and Director of Finance's request associated with special projects and/or accounting initiatives

MINIMUM QUALIFICATIONS REQUIRMENTS

- BA/BS in Accounting Finance, or related business field, CPA a plus. Years of experience may substitute for education on a 2 for 1 basis.
- Ten (10) years of progressive experience in all aspects of a functioning accounting system.
- Four (4) years' experience minimum in General Ledger work.
- Strong working knowledge of GAAP.
- Broad exposure to federal income taxation and knowledge of tax regulations preferred.
- Excellent financial accounting analysis capabilities.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Strong ability to communicate and present complex financial matters in simple, understandable terms.
- Proficient user of MS Office and accounting software.
- Experience working in a multi company environment with diverse lines of business.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- High level of integrity, strong work ethic, good judgment.
- Committed to achieving results under demanding deadlines.
- Strong analytical skills and problem solving skills; synthesize complex or diverse information.

- Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully.
- Excellent communication (verbal, written) and interpersonal skills. Demonstrates strong group presentation skills and conducts productive meetings.
- Comfortable delegating work assignments; gives authority to work independently, sets expectations and monitors delegated activities.
- Strong planning and organizational skills; ability to prioritize and plans work activities, uses time efficiently and develops realistic actions plans.
- Inspires and motivates others to perform well, accepts feedback from others.

Note

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not to be constructed as an exhaustive list of responsibilities, duties, and skills required of a person in this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of TDX.

TDX Holdings is an Equal Employment Opportunity employer with an Alaska Native Shareholder hiring preference (PL93-638). We do not discriminate based on race, color, religion, gender, age, national origin, citizenship status, sexual orientation, disability or status as a disabled veteran or veteran of the Vietnam era.

Please submit cover letter and resume by email to HR@TDXcorp.com or by faxing to (907) 278-2316. Applications must be received by close of business May 30th, 2016.