



## Alaska Industrial Development and Export Authority

<b>PCN</b>	<b>08-0217, 08-X075</b>
<b>POSITION TITLE</b>	<b>PCE TECHNICIAN</b>
<b>LOCATION</b>	<b>ANCHORAGE</b>
<b>RANGE</b>	<b>12/14</b>
<b>REPORTS TO</b>	<b>PCE PROGRAM MGR &amp; COMMUNITY ASSISTANCE ADVISOR 08-0411</b>
<b>FLSA EXEMPT</b>	<b>No</b>
<b>REVIEWED BY (NAME AND DATE)</b>	<b>JEFF WILLIAMS FEB 2019</b>
<b>APPROVED BY (NAME AND DATE)</b>	<b>CADY LISTER FEB 2019</b>
<b>EFFECTIVE DATE</b>	<b>FEBRUARY 20, 2019</b>

### POSITION PURPOSE:

This position is responsible for processing Power Cost Equalization payments for participating utilities in compliance with PCE program statutes, regulations and policies. This position assists communities with PCE related questions and may also be required to provide training regarding the Program's requirements to participating utility staff.

### ESSENTIAL FUNCTIONS:

- Examines and verifies Utility Monthly Reports and related supporting customer information submitted by the utility. Verifies that PCE credit given to the customer by the utility is correct and complies with applicable Program rules, statutes, and regulations. Reconciles supporting utility customer ledgers to the Monthly report summaries. Verifies that the rate used to calculate the amount due is the correct rate established by the Regulatory Commission of Alaska. Calculates the disbursement amount due to the utility.
- Reviews and analyzes ancillary statistical data provided by the utility on their monthly reports.
- Identifies and investigates discrepancies in rates, supporting customer ledgers and ancillary statistical data. Determines corrective measures required.
- Communicates verbally and in writing with program participants regarding errors, missing information or rate information. Serves as initial point of contact for participants when they have questions regarding eligibility, PCE rates or other questions pertaining to the PCE program.
- Provides assistance as needed in the preparation of the PCE statistical report and researches questionable data.
- Assists the Program Manager in the preparation of documents for Utility Clerk Training classes and assists with teaching the classes. May travel to rural communities to provide training.

- Communicates with RCA regarding PCE program participants, provide information from the community files as needed.
- Assists with mass mailings pertaining to program or funding level changes, new/updated forms, or any other correspondence that needs to go to all participants.
- Maintains a status report detailing information on each participating utility. Maintains other reports and PCE files as necessary.
- Other duties as assigned.

#### **PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:**

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:**

Requires advanced skills in word processing, database software, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

#### **CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to interpret, apply, and explain Alaska Statutes and Alaska Administrative Code as they pertain to the PCE program's basic requirements.
- Ability to communicate both orally and in writing with utility officials, in-house personnel, other State agencies, and to a lesser degree the general public.
- Ability to interpret similar data from varied accounting systems and reporting methods.
- Knowledge of standard bookkeeping/accounting practices and procedures.
- Ability to perform arithmetic/math calculations.
- Intermediate skills in Microsoft Excel, Word, Outlook and other Microsoft Office programs.
- Advanced skills in operating a 10-key calculator.
- Ability to work with limited supervision, follow both verbal and written instructions.

#### **DESIRED QUALIFICATIONS:**

High school diploma or the equivalent with at least one-year post-secondary education in accounting or bookkeeping curriculum and one-year experience in an accounting or related field. Additional years of experience may be substituted for educational requirements.

#### **DISTINGUISHING CHARACTERISTICS FOR RANGE 14: (FOR FLEX POSITIONS ONLY)**

- Understands and is able to apply statutes and regulations applicable to the PCE program.
- Investigates discrepancies and formulates solutions with minimal supervisory input.
- Higher level of accountability and freedom to make appropriate changes.