

State of Alaska FY2025 Governor's Operating Budget

Department of Administration Accounting Component Budget Summary

Component: Accounting

Contribution to Department's Mission

To provide efficient, cost-effective, and customer-focused accounts payable, travel and expense processing, aged accounts receivable (A/R), and debt recovery services to State of Alaska agencies, allowing the customer department to focus resources on their principal functions instead of common administrative functions.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

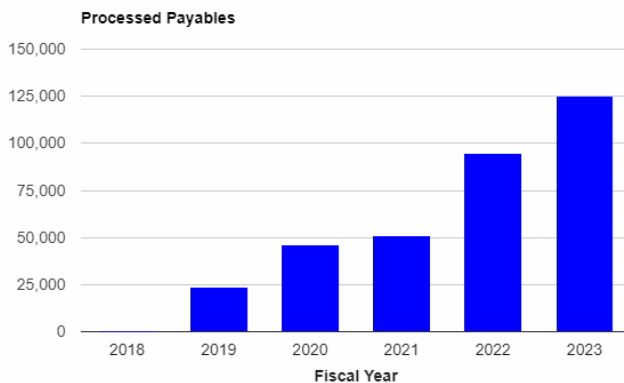
Core Services

- Review and process invoices for payment.
- Review and reconcile purchase card (PCard) transactions.
- Review and process travel advances, reimbursements, and expense reports.
- Cost effective and customer focused.
- Process aged A/R pre-collections inventory and management.
- Debt recovery management.

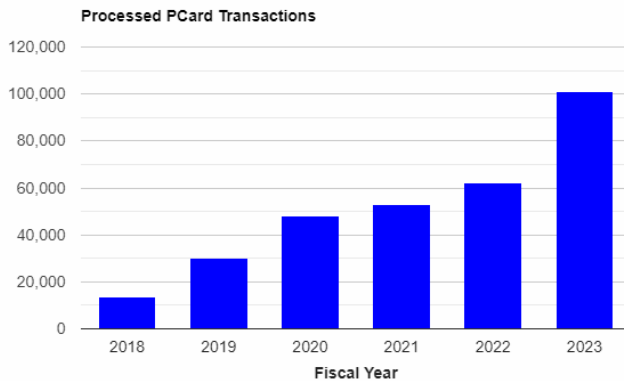
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

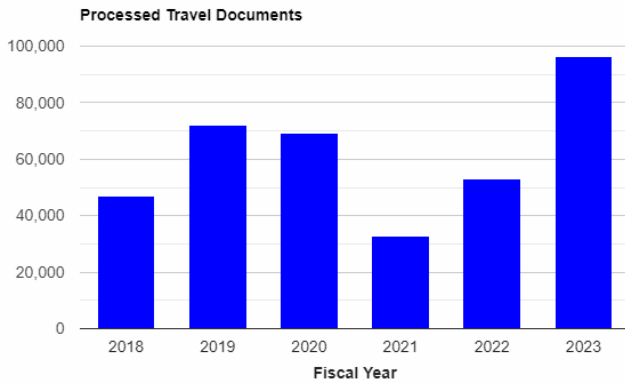
1. Review and process invoices for payment.



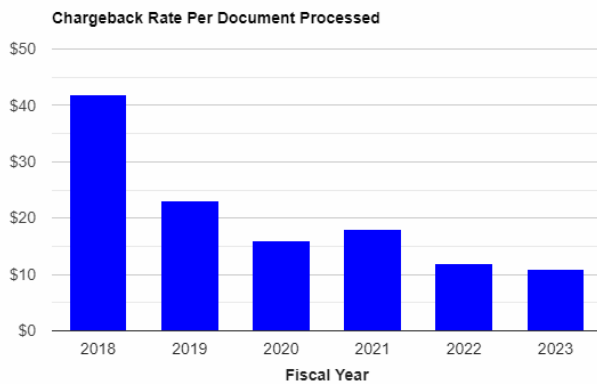
2. Review and reconcile purchase card (PCard) transactions.



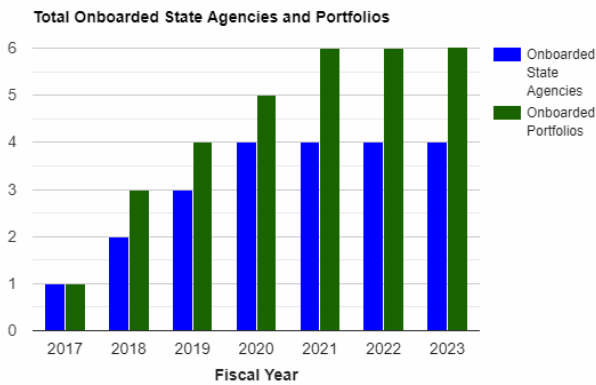
3. Review and process travel advances, reimbursements, and expense reports.



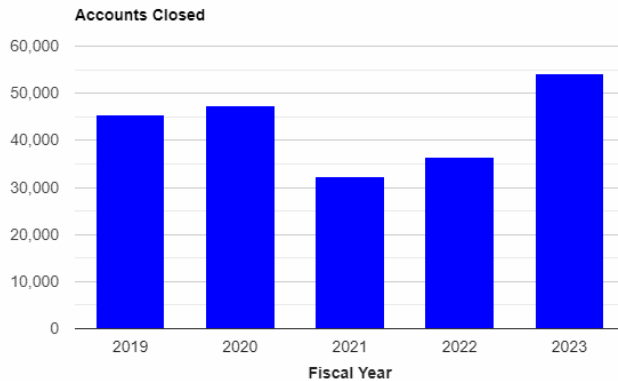
4. Cost effective and customer focused.



5. Process aged A/R pre-collections inventory and management.



6. Debt recovery management.



Major Component Accomplishments in 2023

- Completed the accounts payable, travel, and PCard consolidation and processed 54 percent more transactions.
- Further improved efficiencies resulting in an eight percent reduction to the interagency document rate.
- Standardized and streamlined processes (example: payable PCard process) and discontinued non-standardized processes (example: booking travel).
- Automated reporting using Power BI and expanded the reporting catalog.
- Retained staffing and maintained a low (three percent) vacancy rate.
- Onboarded an additional debt portfolio and the Aged Accounts Receivable and Debt Recovery Program successfully collected and closed 49 percent more accounts thereby recovering more debt owed to the State.

Key Component Challenges

- SSoA experiences seasonal and annual workload fluctuations, which can be challenging to precisely predict. In addition to these seasonal fluctuations, SSoA's travel volumes were previously impacted by the coronavirus and travel restrictions. Travel volumes decreased by 53 percent in FY2021, increased by 62 percent in FY2022, and increased again in FY2023 by 82 percent.
- Standardizing processes across agencies to help improve efficiencies, cost effectiveness, and quality.
- Continuing to modernize ticketing system and integrate with the State's enterprise resource planning software.

Significant Changes in Results to be Delivered in FY2025

- Continue to examine and refine processes to take full advantage of IRIS and align with opportunities to automate processes.
- Develop and implement technological advancements into Shared Services of Alaska's (SSoA) accounts payable, travel, and PCard processing.
- Review and propose updates to the Alaska Administrative Manual to identify opportunities to formalize SSoA programs, update language to reflect current business processes, and ensure adequate authority for SSoA to fulfill its mission.

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information

Contact Information

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Accounting Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2024 Management Plan	FY2025 Governor		
Full-time	82	82	Annual Salaries	4,899,450
Part-time	0	0	COLA	252,083
Nonpermanent	0	0	Premium Pay	253,202
			Annual Benefits	3,612,015
			<i>Less 4.78% Vacancy Factor</i>	(431,350)
			Lump Sum Premium Pay	0
Totals	82	82	Total Personal Services	8,585,400

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant 3	2	0	0	0	2
Accountant 4	0	0	1	0	1
Accountant 5	0	0	1	0	1
Accounting Clerk	4	0	5	0	9
Accounting Technician 1	7	0	20	0	27
Accounting Technician 2	7	0	12	0	19
Accounting Technician 3	2	0	8	0	10
Administrative Assistant 3	1	0	0	0	1
Administrative Officer 2	1	0	0	0	1
Bus An/IA 1	1	0	0	0	1
Bus Sv Pj Mgr 2	2	0	1	0	3
Division Director - Px	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Operations Research Analyst	1	0	1	0	2
Program Coordinator 2	1	0	0	0	1
Program Manager	0	0	1	0	1
Project Assistant	1	0	0	0	1
Totals	30	0	52	0	82

Component Detail All Funds
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Non-Formula Component

	FY2023 Actuals	FY2024 Enrolled	FY2024 Authorized	FY2024 Management Plan	FY2025 Governor Adjusted Base	FY2025 Governor	FY2024 Management Plan vs FY2025 Governor	
1000 Personal Services	7,593.7	8,059.7	8,059.7	8,072.8	8,585.4	8,585.4	512.6	6.3%
2000 Travel	0.0	3.7	3.7	3.7	3.7	3.7	0.0	0.0%
3000 Services	971.6	988.4	988.4	975.3	803.1	803.1	-172.2	-17.7%
4000 Commodities	74.0	63.1	63.1	63.1	70.4	70.4	7.3	11.6%
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
7000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	8,639.3	9,114.9	9,114.9	9,114.9	9,462.6	9,462.6	347.7	3.8%
Fund Sources:								
1005 GF/Prgm (DGF)	5,141.7	5,635.1	5,635.1	5,635.1	5,839.4	5,839.4	204.3	3.6%
1007 I/A Rcpts (Other)	3,497.6	3,479.8	3,479.8	3,479.8	3,623.2	3,623.2	143.4	4.1%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	5,141.7	5,635.1	5,635.1	5,635.1	5,839.4	5,839.4	204.3	3.6%
Other Funds	3,497.6	3,479.8	3,479.8	3,479.8	3,623.2	3,623.2	143.4	4.1%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:								
Permanent Full Time	83	83	83	82	82	82	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2024 Enrolled To FY2024 Authorized *****												
FY2024 Enrolled	Enrolled	9,114.9	8,059.7	3.7	988.4	63.1	0.0	0.0	0.0	83	0	0
1005 GF/Prgm		5,635.1										
1007 I/A Rcpts		3,479.8										
Subtotal		9,114.9	8,059.7	3.7	988.4	63.1	0.0	0.0	0.0	83	0	0
***** Changes From FY2024 Authorized To FY2024 Management Plan *****												
Align Authority with Anticipated Expenditures	LIT	0.0	13.1	0.0	-13.1	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated personal services costs. The remaining services authority is sufficient to cover anticipated expenditures.												
Transfer Accounting Clerk (06-0098) to the Department of Family and Community Services Due to Reorganization	Atroat	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Transfer one position from the Shared Services of Alaska, Accounting Division to the Department of Family and Community Services due to reorganization.												
The following position is transferred:												
Full-time Accounting Clerk (06-0098), range 10, located in Juneau												
Subtotal		9,114.9	8,072.8	3.7	975.3	63.1	0.0	0.0	0.0	82	0	0
***** Changes From FY2024 Management Plan To FY2025 Governor Adjusted Base *****												
FY2025 Salary, Health Insurance, and PERS Rate Adjustments	SalAdj	347.7	347.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		204.3										
1007 I/A Rcpts		143.4										
FY2025 Salary, Health Insurance, and PERS Rate Adjustments: \$347.7												
FY2025 AlaskaCare insurance from \$1,793 to \$1,908 per member per month: \$22.5												
FY2025 GGU health insurance from \$1,573.50 to \$1,579.50 per member per month: \$4.4												
FY2025 GGU 5% Cost of Living Adjustment: \$236.6												
FY2025 PERS Rate Adjustment from 25.10% to 26.76%: \$84.2												
Align Authority with Anticipated Expenditures	LIT	0.0	164.9	0.0	-172.2	7.3	0.0	0.0	0.0	0	0	0

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Transfer authority from services to cover anticipated personal services and commodities costs. The remaining services authority is sufficient to cover anticipated expenditures.												
	Subtotal	9,462.6	8,585.4	3.7	803.1	70.4	0.0	0.0	0.0	82	0	0
	***** Changes From FY2025 Governor Adjusted Base To FY2025 Governor *****											
	Totals	9,462.6	8,585.4	3.7	803.1	70.4	0.0	0.0	0.0	82	0	0

Line Item Detail (1676)
Department of Administration
Travel

Component: Accounting (3134)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000	Travel		0.0	3.7	3.7
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
2000 Travel Detail Totals			0.0	3.7	3.7
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions.	0.0	3.7	3.7

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000	Services		971.6	975.3	803.1
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3000 Services Detail Totals			971.6	975.3	803.1
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition.	0.4	0.5	0.5
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation.	0.3	0.3	0.3
3003	Information Technology	Software licensing and maintenance, training, and consulting.	30.3	31.1	31.9
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors.	0.4	0.4	0.4
3006	Delivery Services	Freight, courier services, and postage.	0.1	0.1	0.1
3008	Utilities	Electricity, heating fuel, water, sewage, and disposal services.	1.7	1.8	1.8
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases.	0.5	0.5	0.5
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases.	1.0	2.0	1.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services.	267.9	297.8	327.5
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment,	7.2	7.3	7.5

Line Item Detail (1676)
Department of Administration
Services

Component: Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor	
3000 Services Detail Totals			971.6	975.3	803.1	
		maintenance, replacements, and other telephone line services).				
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback.	2.2	2.6	1.5
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback.	82.6	84.6	86.7
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments.	442.5	284.9	232.4
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	2.1	50.0	2.3
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges.	0.8	0.8	0.8
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	4.7	4.0	1.3
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	2.0	2.1	2.1
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback.	1.7	1.8	1.8
3031	Inter-Agency Construction		DOTPF construction chargeback for leased space	25.3	100.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal DOA Administrative Services cost allocation chargeback	72.1	36.4	36.4
3038	Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	Internal DOA Office of Procurement and Property Management cost allocation chargeback	25.8	27.0	27.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal DOA Commissioner cost allocation chargeback	0.0	39.3	39.3

Line Item Detail (1676)
Department of Administration
Commodities

Component: Accounting (3134)

Line Number	Line Name		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
4000	Commodities		74.0	63.1	70.4
Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
		4000 Commodities Detail Totals	74.0	63.1	70.4
4000	Business	General business supplies such as office consumables, furniture, and computer equipment.	74.0	63.1	70.4

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5005 GF/Prgm (1005 GF/Prgm)			5,141.7	5,635.1	5,839.4
5102 Program Receipts Public Protection - Fines and Forfeitures		Revenue generated from debt recovery via PFD garnishment and third-party collections.	5,122.2	5,611.2	5,809.5
5104 Program Receipts Charges for Services - 3rd Party Collectns		SSoA administrative fee generated via third party collections	19.4	23.9	29.9
5125 Program Receipts - Prior Year Reimbursement Recovery		SSoA administrative fees related to prior year debt recoveries	0.1	0.0	0.0
5007 I/A Rcpts (1007 I/A Rcpts)			3,497.6	3,479.8	3,623.2
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	4.7	4.0	1.3
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	3.1	2.7	0.8
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	2.5	2.1	0.7
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	206.8	177.9	55.1
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1.0	0.9	0.3
5301 Inter-Agency Receipts	Admin - Finance (59)	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	33.0	28.4	8.8
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	Reimbursable services agreement within the Department of	1.2	1.0	0.3

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	44.8	38.5	11.9
5301 Inter-Agency Receipts	Admin - OFC of Procure. Property. Mngmt. (3291)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	7.4	6.4	2.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	64.9	55.8	17.3
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1.5	1.3	0.4
5301 Inter-Agency Receipts	Admin - Personnel (56)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	10.8	9.3	2.9
5301 Inter-Agency Receipts	Admin - Print Services (2333)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	11.7	10.1	3.0
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	35.4	30.5	9.4
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	41.5	35.7	11.1
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Administration for travel and accounts payable services Reimbursable services agreement within the Department of Administration for travel and	16.2	13.9	4.3

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5301 Inter-Agency Receipts	Commerce - Department-wide	accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	61.4	52.8	58.6
5301 Inter-Agency Receipts	Correct - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	322.0	277.0	339.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	88.8	76.4	31.7
5301 Inter-Agency Receipts	EnvCon - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	52.0	44.7	93.4
5301 Inter-Agency Receipts	FCS - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	175.7	212.6	217.6
5301 Inter-Agency Receipts	FishGm - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	557.6	505.9	577.8
5301 Inter-Agency Receipts	Gov - Department-wide	Rate smoothing RSA	86.7	0.0	0.0
5301 Inter-Agency Receipts	Health - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	102.7	142.3	280.2
5301 Inter-Agency Receipts	Labor - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	40.6	34.9	113.3
5301 Inter-Agency Receipts	Law - Department-wide	Reimbursable services agreement within the Department of Administration for travel and	41.6	35.8	61.0

Revenue Detail (1681)
Department of Administration

Component: Accounting (3134)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
5301 Inter-Agency Receipts	NatRes - Department-wide	accounts payable services Reimbursable services agreement within the Department of Administration for travel and accounts payable services	317.9	273.4	334.6
5301 Inter-Agency Receipts	PubSaf - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	129.1	111.0	389.7
5301 Inter-Agency Receipts	Rev - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	0.9	0.8	32.2
5301 Inter-Agency Receipts	Trans - Department-wide	Reimbursable services agreement within the Department of Administration for travel and accounts payable services	1,034.1	889.5	964.5
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Unallocated rates based on change in calculation methodology.	0.0	404.2	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

				FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
Component Totals				911.6	838.6	766.6
With Department of Administration				467.0	503.7	531.9
With Department of Transportation and Public Facilities				442.5	284.9	232.4
With Department of Law				2.1	50.0	2.3
Object Class	Servicing Agency	Explanation		FY2023 Actuals	FY2024 Management Plan	FY2025 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services.	267.9	297.8	327.5
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services).	7.2	7.3	7.5
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback.	2.2	2.6	1.5
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback.	82.6	84.6	86.7
3023	Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments.	442.5	284.9	232.4
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	2.1	50.0	2.3
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges.	0.8	0.8	0.8
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	4.7	4.0	1.3
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	2.0	2.1	2.1
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback.	1.7	1.8	1.8
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal DOA Administrative Services cost allocation chargeback	72.1	36.4	36.4
3038	Inter-Agency	Admin - OFC of Procure. Property.	Internal DOA Office of Procurement	25.8	27.0	27.0
FY2025 Governor Department of Administration				Released December 14, 2023 Page 18		

Inter-Agency Services (1682)
Department of Administration

Component: Accounting (3134)

Object Class	Servicing Agency	Explanation	FY2023 Actuals	FY2024 Management Plan	FY2025 Governor		
	Management/Consulting	Mngmt. (3291)					
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	and Property Management cost allocation chargeback	Internal DOA Commissioner cost allocation chargeback	0.0	39.3	39.3

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2025 Governor (20959)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
01-133X	Accounting Technician 1	FT	A	GP	Juneau	205	12C / D	12.0		48,041	3,595	3,639	39,293	94,568	0
02-1116	Accounting Technician 3	FT	A	SS	Juneau	605	16B / C	12.0		64,368	0	4,531	50,013	118,912	0
02-2020	Accounting Technician 3	FT	A	GP	Juneau	205	16A / B	12.0		59,831	4,472	4,459	44,227	112,989	0
02-3203	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		46,914	3,509	3,522	38,806	92,751	0
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24J	10.8	**	115,858	0	0	66,083	181,941	0
02-5034	Accounting Technician 3	FT	A	SS	Juneau	605	16D / E	12.0		69,381	0	4,855	52,101	126,337	0
02-5051	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		46,914	3,509	3,522	38,806	92,751	0
02-5068	Accounting Technician 1	FT	A	GP	Juneau	205	12L / M	12.0		61,324	4,587	4,611	44,871	115,393	0
02-5098	Program Coordinator 2	FT	A	SS	Anchorage	200	20C / D	12.0		83,456	0	0	55,709	139,165	0
02-5108	Administrative Officer 2	FT	A	GP	Anchorage	200	19L	11.4	**	87,734	6,103	0	52,447	146,284	0
02-5138	Administrative Assistant 3	FT	A	SS	Anchorage	600	15F	11.4	**	60,920	0	0	45,738	106,658	0
02-5146	Accounting Technician 1	FT	A	GP	Juneau	205	12N	12.0		63,902	4,787	4,915	45,999	119,603	0
02-5155	Accounting Technician 2	FT	A	GP	Juneau	205	14N	4.8	**	29,406	2,046	0	19,135	50,587	0
02-5159	Accounting Technician 2	FT	A	GP	Juneau	205	14B / C	12.0		52,374	3,923	4,014	41,135	101,446	0
02-5162	Accountant 5	FT	A	SS	Juneau	205	22J / K	4.2	**	40,249	0	0	23,818	64,067	0
02-5177	Accounting Technician 1	FT	A	GP	Juneau	205	12M	12.0		61,893	4,637	4,761	45,152	116,443	0
02-5182	Division Director - Px	FT	A	XE	Juneau	N05	27P	10.2	**	144,169	0	0	75,786	219,955	0
02-5184	Accounting Technician 1	FT	A	GP	Juneau	205	12D / E	12.0		48,993	3,669	3,750	39,709	96,121	0
02-5185	Accounting Technician 1	FT	A	GP	Juneau	205	12C / D	12.0		47,319	3,545	3,639	39,011	93,514	0
02-5186	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		46,128	3,454	3,522	38,499	91,603	0
02-5187	Project Assistant	FT	A	GP	Anchorage	200	16C / D	12.0		59,646	4,149	0	42,410	106,205	0
02-5188	Bus An/IA 1	FT	A	GP	Anchorage	200	16B / C	11.4	**	55,772	3,880	0	39,941	99,593	0
02-5191	Bus Sv Pj Mgr 2	FT	A	GP	Juneau	205	22C / D	12.0		96,253	6,696	0	56,734	159,683	0
02-5192	Bus Sv Pj Mgr 2	FT	A	SS	Anchorage	200	22J / K	10.8	**	97,107	0	0	58,745	155,852	0
02-6305	Accountant 3	FT	A	SS	Anchorage	200	18E / F	12.0		77,494	0	0	53,376	130,870	0
02-6306	Accounting Technician 3	FT	A	SS	Juneau	605	16B / C	12.0		63,819	0	4,531	49,798	118,148	0
03-0058	Accounting Technician 1	FT	A	GP	Juneau	205	12E / F	12.0		51,481	3,851	3,882	40,734	99,948	0
03-0213	Bus Sv Pj Mgr 2	FT	A	SS	Anchorage	200	22L	12.0		114,130	0	0	67,712	181,842	0
03-0370	Accountant 4	FT	A	SS	Juneau	205	20J	12.0		98,426	0	0	61,567	159,993	0
04-5015	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		40,406	3,025	3,072	36,084	82,587	0
05-1689	Operations Research Analyst	FT	A	GP	Juneau	205	21G / J	11.4	**	96,737	6,729	0	55,970	159,436	0
05-3020	Accounting Technician 1	FT	A	GP	Anchorage	200	12B / C	12.0		44,588	3,335	3,354	37,830	89,107	0
05-7008	Accounting Technician 2	FT	A	GP	Juneau	205	14J	12.0		64,682	4,846	4,975	46,327	120,830	0
06-0014	Accounting Technician 2	FT	A	GP	Anchorage	200	14B / C	12.0		50,838	3,802	3,823	40,459	98,922	0
06-0094	Accounting Technician 1	FT	A	GP	Anchorage	200	12C / D	12.0		45,380	3,398	3,465	38,184	90,427	0
06-0105	Accounting Technician 1	FT	A	GP	Juneau	205	12F / G	12.0		52,921	3,961	4,014	41,349	102,245	0

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 [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2025 Governor (20959)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
06-0524	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		41,265	3,088	3,120	36,438	83,911	0
06-1713	Accounting Technician 2	FT	A	GP	Anchorage	200	14C / D	12.0		52,830	3,950	3,952	41,289	102,021	0
06-1818	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		41,527	3,106	3,120	36,541	84,294	0
06-3052	Accounting Technician 1	FT	A	GP	Anchorage	200	12C / D	12.0		45,449	3,403	3,465	38,211	90,528	0
06-3868	Accounting Technician 2	FT	A	GP	Juneau	205	14A / B	12.0		51,939	3,883	3,882	40,913	100,617	0
07-1202	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		46,800	3,501	3,522	38,762	92,585	0
07-1211	Accounting Technician 3	FT	A	SS	Juneau	605	16E / F	12.0		70,756	0	5,029	52,707	128,492	0
07-1223	Accounting Technician 2	FT	A	GP	Juneau	205	14L	12.0		68,952	5,166	5,304	48,127	127,549	0
08-0467	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		46,128	3,454	3,522	38,499	91,603	0
08-0475	Accounting Technician 1	FT	A	GP	Anchorage	200	12B / C	12.0		44,600	3,336	3,354	37,835	89,125	0
08-1112	Accounting Technician 3	FT	A	SS	Juneau	605	16E / F	12.0		72,176	0	5,205	53,332	130,713	0
08-5065	Accounting Technician 1	FT	A	GP	Anchorage	200	12C / D	12.0		45,507	3,407	3,465	38,233	90,612	0
10-0204	Accounting Technician 3	FT	A	SS	Juneau	605	16D / E	12.0		67,350	0	4,855	51,306	123,511	0
10-0225	Accounting Technician 3	FT	A	SS	Juneau	605	16C / D	12.0		66,290	0	4,675	50,821	121,786	0
10-0247	Accounting Technician 1	FT	A	GP	Anchorage	200	12B / C	12.0		44,420	3,323	3,354	37,765	88,862	0
10-5115	Accounting Technician 2	FT	A	GP	Anchorage	200	14E / F	12.0		56,669	4,238	4,246	42,907	108,060	0
11-0213	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		42,882	3,207	3,225	37,112	86,426	0
11-0217	Accounting Technician 1	FT	A	GP	Juneau	205	12O	12.0		65,969	4,942	5,074	46,870	122,855	0
11-0219	Accounting Technician 2	FT	A	GP	Juneau	205	14C / D	12.0		54,058	4,049	4,150	41,847	104,104	0
11-0236	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		42,006	3,146	3,225	36,770	85,147	0
11-0262	Accounting Technician 1	FT	A	GP	Juneau	205	12A	12.0		44,402	3,326	3,415	37,781	88,924	0
11-1860	Accounting Technician 1	FT	A	GP	Juneau	205	12F / G	12.0		52,700	3,945	4,014	41,263	101,922	0
11-7072	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		38,804	2,906	2,971	35,417	80,098	0
12-1762	Accounting Technician 2	FT	A	GP	Juneau	205	14D / E	12.0		56,067	4,200	4,306	42,695	107,268	0
12-2038	Accounting Technician 2	FT	A	GP	Juneau	205	14B / C	12.0		53,054	3,970	4,014	41,401	102,439	0
12-4403	Accounting Technician 1	FT	A	GP	Juneau	205	12F / G	12.0		53,217	3,981	4,014	41,465	102,677	0
12-4405	Program Manager	FT	A	SS	Juneau	205	22B / C	12.0		95,860	0	0	60,563	156,423	0
12-6001	Accounting Technician 1	FT	A	GP	Juneau	205	12D / E	12.0		48,993	3,669	3,750	39,709	96,121	0
18-7252	Accounting Technician 2	FT	A	GP	Anchorage	200	14D	12.0		53,313	3,994	4,101	41,537	102,945	0
20-1054	Accounting Technician 2	FT	A	GP	Anchorage	200	14C / D	12.0		52,509	3,928	3,952	41,164	101,553	0
20-1077	Accounting Technician 3	FT	A	GP	Anchorage	200	16B / C	12.0		58,417	4,370	4,405	43,653	110,845	0
20-1079	Accounting Technician 2	FT	A	GP	Juneau	205	14D / E	12.0		57,675	4,312	4,306	43,324	109,617	0
20-7008	Accountant 3	FT	A	SS	Anchorage	200	18N / O	12.0		93,470	0	0	59,627	153,097	0
21-2034	Accounting Technician 1	FT	A	GP	Juneau	205	12B / C	12.0		47,231	3,531	3,522	38,930	93,214	0
25-0268	Accounting Technician 2	FT	A	GP	Juneau	205	14B / C	12.0		53,025	3,968	4,014	41,390	102,397	0
25-0276	Operations Research Analyst	FT	A	GP	Anchorage	200	21E / F	11.4	**	86,658	6,028	0	52,026	144,712	0
25-0277	Accounting Technician 2	FT	A	GP	Anchorage	200	14C / D	12.0		51,849	3,882	3,952	40,906	100,589	0

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Personal Services Expenditure Detail
Department of Administration

Scenario: FY2025 Governor (20959)
Component: Accounting (3134)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-0444	Accounting Technician 2	FT	A	GP	Anchorage	200	14B / C	12.0		50,852	3,803	3,823	40,465	98,943	0
25-0761	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		40,674	3,043	3,072	36,188	82,977	0
25-1031	Accounting Technician 2	FT	A	GP	Juneau	205	14B / C	12.0		53,084	3,972	4,014	41,413	102,483	0
25-1353	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		40,118	3,005	3,072	35,971	82,166	0
25-2302	Accounting Technician 3	FT	A	GP	Anchorage	200	16G	12.0		68,114	5,103	5,239	47,774	126,230	0
25-2328	Accounting Technician 1	FT	A	GP	Juneau	205	12C / D	12.0		48,401	3,620	3,639	39,434	95,094	0
25-3106	Accounting Technician 1	FT	A	GP	Anchorage	200	12B / C	12.0		44,648	3,339	3,354	37,854	89,195	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10G	12.0		47,307	3,544	3,639	39,006	93,496	0
25-3480	Accounting Technician 2	FT	A	GP	Juneau	205	14B / C	12.0		52,581	3,937	4,014	41,216	101,748	0
Total													Total Salary Costs:	4,899,450	
Positions													Total COLA:	252,083	
Full Time Positions:													Total Premium Pay:	253,202	
Part Time Positions:													Total Benefits:	3,612,015	
Non Permanent Positions:															
Positions in Component:													Total Pre-Vacancy:	9,016,750	
													Minus Vacancy Adjustment of 4.78%:	(431,350)	
Total Component Months: 961.8													Total Post-Vacancy:	8,585,400	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	8,585,400	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	5,466,365	5,204,861	60.62%
1007 Interagency Receipts	3,550,385	3,380,539	39.38%
Total PCN Funding:	9,016,750	8,585,400	100.00%

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Department of Administration
 Accounting (3134)
 RDU: Shared Services of Alaska (17)
 FY2025 Governor's Budget
 Position Totals: 82 PFT

02-5182
 Division Director
 R27
 Juneau PFT PX

02-5001
 Div Ops Manager
 R24
 Juneau PFT CL

02-5192
 Bus Sv Pr Mgr 2
 R22
 Anchorage PFT CL

03-0213
 Bus Sv Pr Mgr 2
 R22
 Anchorage PFT CL

12-4405
 Program Manager
 R22
 Juneau PFT CL

02-5162
 Accountant 5
 R22
 Juneau PFT CL

02-5108
 Admin Officer 1/2 Flex
 R17/19
 Anchorage PFT CL

02-5191
 Bus Sv Pr Mn 2
 R22
 Juneau PFT CL

05-1689
 Op Rsrch Anayst
 R21
 Juneau PFT CL

02-5098
 Program Coor 2
 R20
 Anchorage PFT CL

03-0370
 Accountant 4
 R20
 Juneau PFT CL

02-6305
 Accountant 3
 R18
 Anchorage PFT CL

20-7008
 Accountant 3
 R18
 Anchorage PFT CL

02-5155
 Accounting Tech 2
 R14
 Juneau PFT CL

02-5138
 Admin Assistant 3
 R15
 Anchorage PFT CL

Project Management

25-0276
 Op Rsrch Anayst
 R21
 Anchorage PFT CL

02-5187
 Project Assistant
 R16
 Anchorage PFT CL

02-1116
 Accounting Tech 3
 R16
 Juneau PFT CL

02-6306
 Accounting Tech 3
 R16
 Juneau PFT CL

08-1112
 Accounting Tech 3
 R16
 Juneau PFT CL

02-5034
 Accounting Tech 3
 R16
 Juneau PFT CL

10-0204
 Accounting Tech 3
 R16
 Juneau PFT CL

07-1211
 Accounting Tech 3
 R16
 Juneau PFT CL

10-0225
 Accounting Tech 3
 R16
 Juneau PFT CL

20-1077 25-2302
 Accounting Tech 3
 R16
 Anchorage PFT CL

Accounting

Administration

02-5188
 Bus An/IA 1
 R16
 Anchorage PFT CL

Data Reporting

Collections

06-3868
 Accounting Tech 2
 R14
 Juneau PFT CL

12-1762
 Accounting Tech 2
 R14
 Juneau PFT CL

25-0268 25-3480
 Accounting Tech 2
 R14
 Juneau PFT CL

05-7008 07-1223
 20-1079
 Accounting Tech 2
 R14
 Juneau PFT CL

06-1713 18-7252
 25-0277
 Accounting Tech 2
 R14
 Anchorage PFT CL

06-0014
 Accounting Tech 2
 R14
 Anchorage PFT CL

02-5159 25-1031
 Accounting Tech 2
 R14
 Juneau PFT CL

02-2020
 Accounting Tech 3
 R16
 Juneau PFT CL

Trainer/Help Desk

20-1054
 Accounting Tech 2
 R14
 Anchorage PFT CL

25-0444
 Accounting Tech 2
 R14
 Anchorage PFT CL

01-133X 02-3203
 11-0217 12-4403
 12-6001
 Accounting Tech 1
 R12
 Juneau PFT CL

Travel Team

02-5068 02-5146
 02-5177 02-5184
 07-1202
 Accounting Tech 1
 R12
 Juneau PFT CL

Payables Team

02-5185 11-0262
 11-1860
 Accounting Tech 1
 R12
 Juneau PFT CL

Payables Team

11-0219 12-2038
 Accounting Tech 2
 R14
 Juneau PFT CL

Payables PCard Team

10-5115
 Accounting Tech 2
 R14
 Anchorage PFT CL

Payables PCard Team

04-5015 11-7072
 25-0761
 Accounting Clerk
 R10
 Anchorage PFT CL

06-0524 11-0213
 25-3111
 Accounting Clerk
 R10
 Juneau PFT CL

06-1818 11-0236
 Accounting Clerk
 R10
 Juneau PFT CL

25-1353
 Accounting Clerk
 R10
 Anchorage PFT CL

02-5186 03-0058
 08-0467 25-2328
 Accounting Tech 1
 R12
 Juneau PFT CL

02-5051 06-0105
 21-2034
 Accounting Tech 1
 R12
 Juneau PFT CL

05-3020
 Accounting Tech 1
 R12
 Anchorage PFT CL

Travel Team

10-0247 25-3106
 Accounting Tech 1
 R12
 Anchorage PFT CL

Travel Team