



Finance & Operations Director

Organization Background

The Alaska Center is a nonprofit organization that engages, empowers, and elects Alaskans to stand up for clean air and water, healthy communities, and a strong democracy. Together with our sister organization, The Alaska Center Education Fund*, we provide opportunities for Alaskans of all ages to engage in building a just and sustainable future. We have a dynamic and dedicated team that works each day to make our vision a reality.

Position Summary

We are seeking a talented and committed individual who is inspired by, and aligned with, our mission and values to join our team!-The Finance & Operations Director (Director) is responsible for providing leadership for the ongoing financial vision and strategy for our organizations, managing day-to-day operations and financial activities, and performing the essential financial and accounting duties. The Director will lead the overall process for financial planning, accounting, budgeting, tax form preparation and auditing activities. The Director is responsible for organizational fiscal stewardship by maintaining computerized financial records, providing auditing support, conducting financial analysis, producing financial reports, managing investment performance reports and delivering information to stakeholders in a timely and transparent manner.

The Director will have a leadership role in both organizations, advising the Executive Director and Boards of Directors on long-term financial strategy.

Key Responsibilities Include But Are Not Limited to the Following

Financial/Operational Compliance and Efficiencies

- Manage, track, and provide financial reports for all restricted funds including deferred revenues, fiscal sponsorships, and board reserves
- Ensure organizational compliance with IRS requirements and other federal and State laws and regulations, including preparation and filing of state and federal reports
- Maintain and keep current the corporate records of both organizations to include: current and archived by-laws, articles of incorporation, business licenses, financial records, and HR records
- Track and maintain organizations' assets to include inventory, depreciation schedules, and maintenance/replacement cycles
- Manage all finance and accounting systems including bookkeeping and payroll software, finance-related applications, corporate credit card accounts, and any secure financial website logins
- Ensure books are accurate, up-to-date and GAAP-compliant
- Supervise Bookkeeper and Office Administrator

- Implement organizations' investment policies
- Procure and oversee independent annual audits as required for both organizations
- Provide supporting documentation and coordinate staff support for annual audits
- Prepare and provide supporting documentation for the annual 990 filings
- Responsible for the organizations' relationships with contractors, vendors, and financial institutions
- Create fiscal and operational policies and ensure compliance
- Provide strategic insight to the organizations' Finance Committee
- Oversee, manage and execute any financial agreements and transactions between the two organizations

Budget Development & Management

- Develop and maintain budget tools and spreadsheets for both organizations
- Work with key staff to develop annual program and department budgets
- Provide timely financial statements, complete with analysis of variances for key staff, Finance Committee and Board of Directors
- Provide year-end projections to facilitate planning
- Create and implement financial strategies to ensure financial viability and stability for both orgs

Insurance and Benefits

- Oversee HR functions
- Establish and maintain all essential insurance coverage for both organizations
- Provide risk-management insights to Program Directors, Finance Committee, and Board of Directors
- Manage insurance claims including Unemployment and Workers' Compensation
- Complete and maintain insurance records and reports required by law
- Ensure compliance with personnel policies and state/federal labor laws
- Procure and administer benefit plans including medical, dental, 401(k) retirement, and HSA Plan
- Ensure compliance with ACA and ERISA regulations

Required Skills and Qualifications

- Excellent analytical and leadership skills
- Detail oriented with strong organizational skills
- Ability to take initiative, work independently, and collaboratively as a member of a team
- Ability to provide strategic leadership to the organization
- Effective written and verbal communication skills
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced environment
- Ability to prepare and maintain accurate and timely records and reports
- Strong knowledge of fund or cost accounting is preferred
- At least five (5) years of progressively increasing responsibility in accounting/finance required
- Familiarity with 501(c)(3) and 501(c)(4) regulations and compliance
- Bachelor's degree or equivalent work experience required

This is a full-time position based in Anchorage, Alaska. Salary range is \$60,000-\$70,000 DOE with a generous benefits package including medical, dental, and retirement plan. All Alaska Center staff have access to professional development training and support. The Alaska Center is an equal opportunity employer.

Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law. **To apply, please send a resume, cover letter, and three professional references to jobs@akcenter.org. Position open until filled.**

*The Alaska Center is a 501(c)(4) nonprofit organization and The Alaska Center Education Fund is a 501(c)(3) nonprofit organization.