



## **Finance & Human Resources Director**

### **Organization Background**

The Alaska Center envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and elect Alaskans to stand up for clean air and water, healthy communities, and a strong democracy. We are working toward an equitable transition from an extractive to a regenerative economy. Our issue priorities include advancing climate action, protecting salmon habitat, and amplifying Alaskans' voices in the public process. 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! This is a varied and exciting position that requires a strategic, systems thinker and leader. The Finance & Human Resources (HR) Director provides leadership for the financial vision and strategy for our organizations, managing day-to-day financial activities and operations, 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
- 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

### **Human Resources**

- Possess demonstrated human resources experience, including knowledge of employment law (EEO, FLSA, DOL, DHR) and best practices
- Negotiate and administer benefits packages for all employees
- Support hiring processes (including working with external consultants) and prepare and update job descriptions, categories and salary bands.
- 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 systems thinker and manager
- 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
- Proven track record of effective professional finance and accounting--expertise in quickbooks and excel
- 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. Starting salary range is \$70,000-\$75,000 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](mailto:jobs@akcenter.org). Position open until filled. First review of applications will take place February 12, 2021.**

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