

Finance and Office Administrator

Job Title: Finance and Office Administrator

Reports to: Finance & HR Director

Status: Full-time, Exempt

Salary: \$45,000 - \$50,000 DOE

Location: Dena'ina Lands; Anchorage, Alaska Office

Position Overview:

The Alaska Center and The Alaska Center Education Fund seek an enthusiastic team player to fill our Finance and Office Administrator position. The Finance and Office Administrator is responsible for administrative and general operations support for The Alaska Center, The Alaska Center Education Fund, Our Home Our Future, and varying fiscal sponsorships. The Finance and Office Administrator is the first point of contact for visitors, volunteers, partners, and supporters and is an important ambassador for all of our organizations. Under the guidance of the Finance and HR Director, this position will complete multiple finance tasks, including accounts payable and payroll, implement office standards, organize hard and soft copy file locations, execute office protocols and standard operating procedures, equipment and supply procurement and inventory, assist with data entry and bookkeeping, and direct incoming communications to appropriate program staff. This is a full-time position working exclusively in the office in Anchorage, AK.

Organization Overview

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. In partnership with our sister organization, The Alaska Center Education Fund, we achieve our vision through youth engagement and leadership development, community organizing and mobilization, and supporting leaders who champion our values.

We are committed to supporting, centering, and working with Black, Indigenous, and People of Color, Working-Class and Low-Income people, Women, LGBTQIA2+ people, and Disabled people in addressing the many crises that impact us. We strongly encourage people with these identities or members of other marginalized communities to apply.

Primary Responsibilities:

Financial

- Log and process incoming donations and provide monthly batch reports to Finance Director
- Enter donations into EveryAction database
- Basic bookkeeping data entry as assigned
- Accounts Payable (weekly)
- Payroll (bi-weekly)
- Filing
- Bookkeeping advice report
- Support all financial needs of all organizations and sponsorships as assigned

Office Management

- Greet and direct visitors in a friendly and professional manner, in person, via phone, and electronically
- Manage office cell phone and phone line system & email (info@, jobs@, and officeadmin@ email inboxes)

- Merchandise inventory: Manage inventory of t-shirts, sweatshirts, stickers, etc.
- Receive mail and distribute to responsible parties
- Execute general administrative support: meeting notes, file digitization, word processing, data entry, printing, mailing, errands, etc.
- Post job openings, receive and compile applications.
- Oversee cleanliness of reception area, mailroom, storage room, file room, conference room, and kitchen
- Manage office and kitchen supplies, merchandise, and inventory

Skills and Qualifications:

- QuickBooks desktop experience
- Excellent organization and planning skills
- Strong communication skills for working with a team in different locations
- Experience with general office management as well as running a multi-line phone
- Intermediate to advanced proficiency in Microsoft Windows, MS Office Suite, and Google suite
- Ability to lift 25 pounds to stock organization's supplies
- Demonstrated ability to manage multiple projects and priorities, respond quickly and professionally, and flexibility to adapt to changing circumstances of dynamic organizations
- 2 years of office or related experience
- Skills and interest in supporting individuals in finding their voice, challenging themselves, and growing as leaders.
- Commitment to The Alaska Center and The Alaska Center Education Fund's mission and values of equity, community, accountability, impact, and respect.

Salary, benefits, inclusion: Salary within range is dependent on experience, with a generous and competitive benefits package. All The Alaska Center staff have access to professional development opportunities, including training. 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.

COVID-19 considerations:

All employees that visit the office are required to submit a vaccine record. We follow all local and state COVID protocols within our COVID Mitigation Plan.