

Director of Finance and Administration

Location: Anchorage, Alaska

Statewide non-profit organization is seeking an experienced, energetic Director of Finance to add to our management team. This position will report to the Chief Executive Officer and will be responsible for all aspects of accounting, finance, budgeting/planning and will act as the primary liaison with external auditors, and insurance and benefit providers. This is a hands-on role supervising a Finance staff of two (2) and responsible for oversight of Operations functions including Human Resources, Database Management, and Information Technology.

PRIMARY RESPONSIBILITIES:

1. Generate timely and accurate financial statements in accordance with generally accepted accounting principles (GAAP) and complete all required billing and reporting to government entities in a timely and accurate manner to include federal, state and local grant reporting (in conjunction with Grants Manager)
2. Maintain an adequate accounting system, develop and maintain systems of internal controls to safeguard financial assets of the organization, and make appropriate changes when needed.
3. Ensure adequate cash flow to meet the organization's needs, and provide cash flow projections and reporting to provide the most effective management of operating cash.
4. Oversee the coordination and activities of independent auditors, ensuring all audit issues are resolved, compliance issues are met, and the annual financial statements are prepared in accordance with U.S. GAAP.
5. Ensure the organization complies with federal, state, and local corporate, payroll, and other applicable tax requirements.
6. Oversee the maintenance of the inventory of all fixed assets, including assets purchased with government funds.
7. Manage payroll, accounts receivable, accounts payable, and fixed assets functions. Oversee staff assignments, performance reviews, training and development.
8. Prepare annual budgets and financial plans. Monitor and review financial performance against plan and forecast.
9. Create and present monthly financial reports for Chief Executive Officer (CEO) and Board of Directors. Create other financial models and analyses as required e.g. proposals, offers, grants, revenue/expense, trends, etc.
10. Provide staff support to the Board of Directors and Finance Committee and attend meetings as needed.
11. Maintain knowledge about all applicable federal, state, and local guidelines, standards and regulations, and contract conditions of public and private funding sources relative to fiduciary responsibilities, and assure compliance including submission of accurate and timely financial reports.
12. Provide risk management evaluation and recommendations in areas such as insurance coverage and expense management and control.
13. Other duties as assigned.

QUALIFICATIONS

To qualify for this position, an individual must satisfy the above requirements. These requirements can be met through any combination of education and/or experience. A typical way to meet the required qualifications would be:

Experience: At least five years of experience, including supervisory and personnel management, as an accountant, CPA or Chief Financial Officer of an organization with an annual budget of over \$1,000,000. Non-profit and Grants Management experience preferred.

Education: Bachelor's degree, MBA or CPA preferred, in accounting or finance.

ADDITIONAL REQUIREMENTS

- o Knowledge of federal, state and local laws, codes and regulations regarding fiscal matters pertaining to our organization's operations, general accounting standards and systems, auditing, budget preparation, and financial projecting in a non-profit setting. Strong knowledge and experience with Quickbooks Pro accounting software .
- o Strong skills in oral and written communication, organization of work and attention to detail, computer applications for word processing, financial projections, accounting, complex spreadsheets and e-mail.
- o Ability to share in a mission and team orientation approach, analyze and problem-solve, develop rapport and work with people of all ages, cultural, religious, social and ethnic backgrounds, be courteous and utilize professional behavior in all interactions with the public and staff, produce high quality work and meet work deadlines, maintain a high level of confidentiality, be adaptable and flexible as required, maintain an openness to input from staff and Board **and have a sense of humor.**
- o Hold a valid Alaska driver's license, auto insurance and a good driving record, and undergo fingerprinting and criminal record check, and a credit check.