

DIRECTOR OF ADMINISTRATION AND FINANCE

- Permanent, *non-exempt*, 3/4-time position (30 hours/week)
- Eligible for healthcare + vision benefits after initial probationary period; generous paid vacation, sick, and personal leave; and 11 yearly paid holidays
- Starting wage/hour is no less than \$24; depends on experience
- Position open until filled; first review of applications June 22, 2020 (it is highly encouraged to apply before the first review date). We are hoping to find a candidate to start by July 20, 2020.
- To apply email a cover letter, resume, and three professional references to Elisabeth Balster Dabney at dabney@northern.org

The Northern Alaska Environmental Center is seeking an experienced Director of Administration and Finance. The Director of Administration and Finance plans, directs, and coordinates the administrative services of the organization, including records and information management, bookkeeping and payroll, facilities planning and maintenance, procurement, human resources, information technology, risk management, and other office support services.

We're seeking candidates who are results-oriented and have strong project management skills. You should have experience to:

Office Management

- Act as chief liaison with financial, technical, and property management contractors; with other professional service providers; and with utility providers
- Ensure annual filings, licenses, and memberships are complete and current (e.g., Charitable Organization Registration, Business Licenses, Gaming Permit, Organizational dues and subscriptions, DUNS#, etc.)
- Maintain Northern Center paper and electronic files in compliance with Financial Policies
- Ensure that Northern Center Staff, Board and other assets are adequately insured at all times
- Execute and support the Executive Director's mandate to ensure operational stability and efficiency
- Serve as Acting Executive Director in the Executive Director's absence

Bookkeeping and Finance



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- Review, appropriately code, and process financial expenses and revenues according to established accounting system
- Provide accurate bookkeeping in accordance with the Accounting Manual
- Provide grant support: 1) maintain records; and 2) provide financial reports
- Process payroll and submit tax payments and reports as required by law
- Provide financial reports as requested by Program Staff, Executive Director, and Finance Committee
- Assist with organizational budget preparation and revision; monitor budget-actual and cash flows
- Assist with monthly financial updates and reporting to the Finance Committee

We are seeking a candidate with:

- Significant work experience with office procedures and management; non-profit sector familiarity a plus
- Prior bookkeeping and payroll experience
- Advanced knowledge of MS Office (Word, Excel) and QuickBooks
- Advanced knowledge of the G Suite for non-profits
- Advanced knowledge of Zoom
- Excellent interpersonal, written, and oral communications skills
- Experience handling sensitive and confidential issues
- Commitment to environmental protection and social change
- Pleasant positive attitude in all interactions with members, potential members, the general public, staff, and the Board of Directors

The Northern Alaska Environmental Center is an Alaska-based conservation organization dedicated to protecting the land, waters and wildlife of Interior and Arctic Alaska for current and future generations to use and enjoy. We understand the unique challenges of living in Alaska and seek to balance natural resource development with conserving what makes Alaska special.

The Northern Center is committed to defending special places in Northern and Interior Alaska from irresponsible extraction activities, and promoting local initiatives to protect the health and way of life of people living in Fairbanks and Interior Alaska.

We acknowledge that we work throughout the unceded territories of the Indigenous Peoples of Alaska; that our office is located on the traditional territories of the Lower Tanana Dené



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Athabascan Peoples. We honor the ancestral and ongoing land and water stewardship and place-based knowledge of the peoples of these territories.

