

JOB TITLE	Finance Director
JOB STATUS	Regular, Part-Time, 20 – 32 hours/week
EXEMPTION	Non-Exempt
SUPERVISOR	Executive Director
WAGE	\$25,000 – \$30,000, DOE
BENEFITS	Paid holidays, personal days and sick leave

The **Finance Director** plans, directs, and coordinates the financial services of the Northern Alaska Environmental Center (Northern Center). This includes records and information management, bookkeeping and payroll, procurement, accounts payable and receivable, financial planning and strategy, analyzing and reporting on financial performance, overseeing audit and tax functions, developing and implementing accounting policies, preparing forecasts and comprehensive budgets (in coordination with the executive and deputy directors), training financial support staff, analyzing complex financial data, and managing internal controls.

Specifically, the success candidate will:

- 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 fiscal stability and efficiency
- Review, appropriately code, and process financial expenses and revenues according to established accounting system



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- 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 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.

The successful candidate will have the following preferred qualifications and experience:

- Associate or Bachelor's degree in finance and/or accounting or equivalent financial management experience;
- Significant work experience with finance procedures and management; non-profit sector familiarity a plus
- Prior bookkeeping and payroll experience
- Advanced knowledge of MS Office (Word, Excel, Outlook) and QuickBooks
- 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

To apply for this position, please submit a cover letter, resume, three professional references to the Deputy Director, Elisabeth Balster Dabney at dabney@northern.org with the subject line "Finance Director."

