

830 College Road  
Fairbanks, Alaska 99701-1535  
(907) 452-5021  
[www.northern.org](http://www.northern.org)

The Director of Finance & Operations plans, directs, or coordinates the administrative services of the organization, including records and information management, bookkeeping and payroll, transportation, facilities planning and maintenance, procurement, human resources, information technology, risk management, and other office support services. This position is based in Fairbanks, Alaska with some limited opportunities to work from home.

**JOB TITLE:** Director of Finance & Operations

**JOB STATUS:** Regular, Full-Time, 40 hours/week

**EXEMPTION:** Exempt

**SUPERVISOR:** Executive Director

**WAGE:** \$60,000/year, DOE

**BENEFITS:** Health plan, vision plan, paid holidays, personal days, and vacation and sick leave

### Operations

- 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

### Bookkeeping and Finance

- 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; 2) provide financial reports
- Process payroll and submit tax payments and reports as required by law
- Provide financial reports as requested by Program Staff and Executive Director
- Assist with organizational budget preparation and revision; monitor budget-actual and cash flows
- Assist with monthly financial updates and quarterly financial statements to the Board's Finance Committee

### Experience and Attributes

- Associate or Bachelor's degree, or equivalent Business or Office Management Certificate
- 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, 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

### Work Schedule

- The Director of Administration and Finance is required to complete 40 hours of work per week
- The work week can be flexible as approved by the Executive Director, as long as 80 hours of work are completed per two-week pay period.

### To apply for this position

Email a cover letter, resume, and three professional references to Elisabeth Balster Dabney, Deputy Director at [dabney@northern.org](mailto:dabney@northern.org) or by mail to 830 College Road, Fairbanks, AK 99701. Applications will be reviewed on **January 21, 2022**. Position is open until filled, but applicants are encouraged to apply prior to January 21, 2022 to ensure consideration for the position.



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