

JOB TITLE: FINANCE & HUMAN RESOURCES MANAGER	FLSA CLASSIFICATION: EXEMPT
OFFICE LOCATION: ANCHORAGE	REPORTS TO: EXECUTIVE DIRECTOR
STATUS: FULL-TIME	
NORMAL WORK HOURS AND DAYS: REGULAR OFFICE HOURS ARE 8:00 AM TO 4:30 PM MONDAY THROUGH FRIDAY. PERIODICALLY REQUIRED TO WORK BEYOND THE REGULAR WORK WEEK TO COMPLETE WORK RESPONSIBILITIES.	
APPROVED BY:	DATE:

Under the general direction of the Executive Director, the Finance & Human Resources Manager is responsible for managing multiple grants and providing personnel and fiscal administrative support. Responsible for maintaining the accuracy and timely reporting of individual grants and contracts and serves as the human resources manager for the agency.

ESSENTIAL AND RELATED FUNCTION STATEMENTS--Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Accounting/Grants Management

- Responsible for the calculation of accurate wages and salaries, including work/leave hours for payroll and timely posting of payroll;
- Responsible for preparing and maintaining records related to bookkeeping, payroll and accounts receivable/payable, journal or voucher postings, tax and investment information etc.;
- Review for accuracy and maintain personnel records, including time sheets payroll records and personnel forms related to leave, travel, reimbursement, etc. assist employees as necessary with monthly time sheets;
- Maintain employee and agency insurance policies, including administering employee insurance and other benefits;
- Assist Executive Director to determine fund account balances and cash flow reports; maintain checking/savings account; prepare deposits and money transfers;
- Prepare for and assist the auditors during the annual audit;
- Develop and maintain agency inventory control system;
- Responsible for providing timely information to grantors as outlined in their reporting requirements, and maintaining grants and contract records;
- Assist Executive Director in updating annual budget projections and reports;

- Monitor individual grants and contracts to insure timely invoicing and receipt of funds;
- Process requests for cash from online federal grant websites.

Human Resources Management

- Originate and lead Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce;
- Responsible for the development of processes and metrics that support the achievement of the organization's business goals;
- Coordinate the implementation of people-related services, policies, and programs with other management staff, and assists and advises company supervisors about HR issues.
- Performance management and improvement systems;
- Organization development;
- Employment and compliance to regulatory concerns regarding employees;
- Policy development and documentation;
- Employee relations;
- Compensation and benefits administration;
- Employee safety, welfare, wellness and health.

Marginal Functions:

- Facilitate meetings and teleconferences, as necessary;
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education and/or Experience:

Minimum: Bachelor's degree (or equivalent work experience) and a minimum of three years experience in bookkeeping, accounting, and grant management or related fields.

Preferred: Five years experience in nonprofit bookkeeping, accounting, and grant management or related fields; familiarity with MIP accounting software; HR experience; and, experience administering federal grants.

Knowledge, Skills and Abilities

This position may be required to possess all or some of these knowledge, skills or abilities.

Knowledge of:

- Accounting principles (*e.g.*, GAAP, uniform administrative requirements, cost principles, and audit requirements for federal awards, etc.) and procedures as they apply to a multi-grant nonprofit entity);
- The budgeting process and the interaction between budgeting and accounting;
- Uniform accounting systems, procedures, laws, rules, and regulations within the State of Alaska as related to a nonprofit organization;
- Sound business management practices, including hiring, training, communication, and personal interaction;
- Auditing principles as related to a nonprofit organization;
- Principles of personnel management and supervision;
- Confidentiality requirements in dealing with clients and personnel related issues.

Skill to:

- Prepare spreadsheets to display financial/statistical information for management decisions;
- Organize various forms of data and prepare appropriate reports for management decisions;
- Analyze financial/statistical reports to develop appropriate conclusions for management decisions;
- Operate office equipment used within an office environment;
- Perform all tasks assigned within areas of responsibility to maintain an efficient work flow.

Ability to:

- Apply accounting principles and procedures to continue the effective operation of the organization;
- Prepare clear, complete, and concise reports;
- Make sound decisions and recommendations in regard to financial problems associated with the organization's budget;
- Establish and maintain positive professional relationships with coworkers, and work cooperatively with other program staff and outside agencies;
- Plan, organize, review, and coordinate the work of others;
- Be a team player in environments requiring ability to effectively prioritize and juggle multiple concurrent projects with conflicting deadlines;
- Listen and evaluate objectively;
- Demonstrate sensitivity to the concerns of persons with disabilities;

- Effectively communicate orally and in writing with staff and the public, including business writing, good grammar and accurate spelling;
- Maintain client and staff confidentiality;
- Travel both in-state and out-of-state for several days at a time.

Physical Requirements:

The ability to consistently operate computer and office equipment. Mostly sedentary position.

Environmental Conditions:

Most work is performed in the administrative office environment with moderate noise level. Workload periodically requires work on weekends.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Amendments Act of 2008.

OSH Act:

The Business Manager is not expected to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens (unless s/he cleans out the office fridge).

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.