

The Alaska Marine Conservation Council is a community-based organization that works to protect the long-term health of Alaska's oceans, conserve wild fisheries and sustain Alaska's working waterfronts. AMCC has a main office in Anchorage and outreach staff in Kodiak and Homer.

The Alaska Marine Conservation Council is seeking a full time Finance Manager, 40 hours a week, to work in the Anchorage office. Salary DOE. Competitive benefits package.

Job Overview: The Finance Manager is responsible for managing AMCC's financial systems, including the grants management as well as logistics for AMCC's exciting major donor initiative.

Description of Duties:

Financial:

- Manage financial systems of the organization, including: process accounts payable and receivable, cost accounting for specific project grants, maintaining bank accounts, filing, maintain and prepare records for annual audit and tax preparation.
- Coordinate development of the organization's annual operating budget.
- Prepare monthly financial reports for board and financial reports for grant reporting as needed.
- Conduct annual inventory of fixed assets and calculate fixed assets depreciation.
- Serve as liaison for accountant and auditor for payroll, bank records and reports due.
- Work closely with Executive Director to ensure that the organization is staying within budget.

Grants Management:

- Assist with development of program budgets for grant submissions.
- Help with researching and prospecting for new foundation support.
- Maintain all grant files.
- Track grant deadlines and coordinate submission of reports on schedule.
- Assist with prospecting for new foundation support.

Major Donor Initiative

- Assist Development Director with coordination of major donor initiative, Catch of the Season, a subscription-based program providing periodic shipments of seafood to AMCC donors (more information at www.akmarine.org).

Please send cover letter and resume to:

Alaska Marine Conservation Council
Attn: Finance Manager position
PO Box 101145
Anchorage, AK 99510

Phone: 907-277-5357

Or email it to: jobs@akmarine.org

Electronic applications strongly encouraged. Deadline is June 16, 2008.