



Position Announcement: Finance & Operations Manager

October 19, 2016

The Alaska Marine Conservation Council is hiring a Finance and Operations Manager. This multi-faceted position based in Anchorage supports important financial, operations, and administrative functions of our unique non-profit as well as our local seafood sales programs. This position works closely with all of the AMCC staff team as well as board members, contractors, and partners. This position has the potential for long-term growth with the organization and would be a part of a supportive, passionate, and dynamic staff team.

AMCC can be flexible in how we fill the position. It could be full-time, $\frac{3}{4}$ time, or a contract position focused more on financial management for the right candidate that needed a more flexible schedule. Desired start date is late November to early December 2016.

A successful candidate will possess the following skills and traits:

- A minimum of a bachelor's degree in accounting, business, finance, or related field.
- Minimum of 3 years experience in accounting; experience with nonprofit accounting is desired, or at a minimum a strong motivation to learn and be trained in nonprofit accounting.
- Experience and proficiency in Microsoft Excel along with Microsoft Office. QuickBooks experience desired.
- A self-starter with a high level of energy and motivation. Extremely well-organized, detail-oriented, and a team player.
- Passion and commitment to AMCC's mission, vision and approach.
- Ability to travel within and out of state.
- Ability to lift over 30 lbs., and operate the AMCC vehicle (i.e. an acceptable driving record).

Compensation: Salary is \$45,000- \$55,000 annually at the full time rate, depending on experience, and includes AMCC's generous vacation, retirement, dental coverage, flex holidays, and personal health insurance.

Duties include:

Bookkeeping & Financial Duties: ~60%

- Manage receivables, payables and financial and credit accounts for the organization. Track and collect payments due to AMCC. Ensure AMCC's books are accurately managed to ensure compliance with the organization's financial policies and procedures, with funder requirements, Generally Accepted Accounting Principles (GAAP), and government regulations.
- Manage and have familiarity with the grants and grant budgets of the organization; ensure expenses are being applied correctly.
- Prepare timely and accurate monthly financial reports including cash flow, profit and loss, balance sheet, and budget to actual. Present reports to the Board at monthly Executive Committee meetings and in-person full Board meetings.
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- Prepare and submit in a timely and accurate fashion, all federal and state reports such as the gaming report, 1099s, quarterly payroll reports.
- Provide financial data for grant reporting and proposals in formats requested by funders.
- Ensure that all financial controls are implemented and that AMCC accounts are reconciled each month by a third party accountant.
- Work with the Foraker Group to process payroll; manage the application of staff time to various sources of funding.
- Obtain bids for annual audit and tax forms. Complete preparation for audit and work with hired firm through the audit and tax preparation process.
- Work with Executive Director on preparation of the organization's annual budget and grant budgets.

Operations and Administrative Support: ~20%

- Oversee and manage AMCC's insurance policies, business permits and licenses, health care, dental, and retirement plans.
- Answer main office line and direct calls as necessary.
- Ensure the AMCC office is neat, orderly and well-functioning. Maintain equipment and supplies and serve as liaison for tech support for staff.
- Provide assistance to the Executive Director with supporting the Board of Directors including logistics for two in-person board meetings per year.
- Assist with data backup and management systems for the organization including cloud backup for staff and getting all key documents on the network.
- Manage contracts with service providers.
- Track and manage inventory of materials and promotional gear.
- Other duties as assigned.

Local Seafood Sales/Catch of the Season Program: ~15%

- Assist with financial management, inventory tracking, and financial performance evaluation of our Catch of the Season local seafood sales program. Work with staff to track and reconcile online sales. Assist with answering customer inquiries and supporting pick-up of seafood shares on a limited basis.

Events & Outreach: ~5%

- Support outreach activities and events including staffing AMCC booths at various events and supporting event logistics.

To apply: Interested applicants should send a cover letter describing interest and qualifications for the position and a resume with three professional references to Kelly Harrell, Executive Director at kelly@akmarine.org. Applicants should specify a potential start date and what the preference of position structure is (full-time, part-time or contract). Applications should be submitted as soon as possible but **no later than Friday, November 11th**. This position will remain open until filled.