Position Description

Finance and Administration Manager

Date Posted: January 15, 2022  |  Closing Date: March 15, 2022

Location: Seward (preferred), remote, or Anchorage, Alaska

Salary: Between $65,000 - $72,000 per year; final salary is commensurate with experience, education, and work history.

Benefits: CRRC offers a competitive benefits package that includes 14 annual holidays, personal and sick leave accrual, maternity/paternity leave, 403(b) with employer contribution at 5% of employee salary rate; medical insurance (Federal Employee Health Benefits Program); dental & vision insurance (Principal); and life insurance.

Status: Full time (30-37.5 hours per week); Exempt; Salary. Hours of work are Monday to Friday, 8:30a.m. to 5:00 p.m., with one hour for lunch. CRRC maintains a drug and alcohol and/non-smoking work environment.

The Organization: This position will ideally be located at the Chugach Regional Resources Commission’s (CRRC) Alutiiq Pride Marine Institute (APMI) in Seward, Alaska, however, remote or Anchorage-based may be considered based on candidates. CRRC is a nonprofit intertribal fish and wildlife commission established to address environmental and natural resources issues of concerns to its seven member Tribes, located in the Chugach Region of southcentral Alaska. These include Tatitlek Village IRA Council, Native Village of Eyak (Cordova), Port Graham Village Council, Nanwalek IRA Council, Chenega IRA Council, Quteckak Native Tribe (Seward), and the Valdez Native Tribe. As a major subsidiary of CRRC, APMI conducts marine research and monitoring with a strong focus on mariculture, climate change, and general biology and physiology relating to health and resilience of native marine and coastal species of southcentral Alaska. Learn more at our website: www.crrcalaska.org.

Position Description: CRRC is seeking an experienced Finance & Administration Manager to join our team and manage $8-$10 million in grants and contracts each federal fiscal year from over 10 different granting agencies and private contracts. This position works closely with the Executive Director, Mariculture Director, and Cost Controller to maintain effective finance, grant, and administrative processes. This position will be responsible for providing financial expertise and administrative support to our mission programs. The ideal candidate will be someone who can build and maintain consistent internal processes for our organization, while also thriving in the flexible, dynamic, and fast-paced environment of a growing and reflective nonprofit.

Responsibilities: Specific responsibilities include, but are not limited to:

• Management of employees in the accounting, grant and contracts, & administrative departments
• Assist accounting staff with organizing and recording financial transactions within Accufund, as needed
Chugach Regional Resources Commission

Position Description

- Oversee/quality check payroll, quarterly and annual payroll tax reports (941 and ESC), check requests, invoices, and receipts in a timely manner using Accufund
- Prepare grant receivable financials for staff to drawdown and invoice to maintain cash flow on a variety of government systems (Payment Management System, ASAP, Grans Online, IPP, Grant Solutions)
- Reconciling organizational accounts and project budgets monthly; preparing monthly financial reports to the Executive Director
- Developing yearly Negotiated Indirect Cost Rate Agreements (NICRA)
- Complete the financial closeout process for all grants and contracts
- Prepare annual audit and 1099 with external auditor
- Developing reports in Accufund to meet grant reporting objectives as well as SF425 and federal cash transaction report requirements.
- Oversee/quality check of maintenance of financial and administrative records according to CRRC policies
- Ensure compliance with applicable laws and regulations (e.g., Uniform Guidance), organizational policies and procedures, and internal controls
- Assist the Executive Director in preparing and monitoring the annual operating budget
- Work with the accounting department to organize, streamline, and maintain organizational processes for maximum efficiency.
- Assist in processing enrollment and claims for insurance, 403b, and other employee benefits
- Assist accounting department in maintaining business accounts, insurance, and other policies related to keeping CRRC in good standing
- Maintain positive working relationship with internal and external partners, including performing other duties as requested
- Prepare and present quarterly financial to the Board of Directors
- Perform other duties as assigned in support of financial management function of CRRC

Qualifications:

- A bachelor’s in business, accounting, or related field; CPA preferred.
- 5 years’ experience in the accounting/bookkeeping field
- Ability to work in a team environment, have the capacity to problem solve and work independently and share the enthusiasm of the current staff.
- Knowledge of federal purchasing and procurement procedures.
- Proficient in an accounting software (AccuFund preferred) and standard office software/equipment.
- Thorough knowledge of accounting principles and procedures, as well as effective practices for records retention.
- Experience organizing, coding, and tracking classifications for projects that utilize multiple grant and donor funds.
- Experience building, monitoring, and consistently reporting on budgets.
- Demonstrated ability to prioritize workload tasks to meet multiple deadlines and fulfill responsibilities.
Chugach Regional Resources Commission

Position Description

• Highly organized, efficient, solutions- and detail-oriented with excellent administrative and time management skills.
• Pro-active and strategic mindset that enjoys improving existing systems collaboratively.
• Demonstrated ability to work successfully both independently and within a team environment.
• Strong communication and interpersonal skills, ability to communicate effectively and comfortably with partners of different backgrounds and experiences.
• Excellent verbal and written communication skills.
• Experience with federal grant budgets and regulations.
• Experience in nonprofit audit processes.

Note: This job description is not intended to be all inclusive and employee may perform other duties as appropriate.

Employee is expected to embrace, support, and promote the core values of respect, integrity, trust, compassion and quality which align with CRRC’s Mission and Vision through their actions and interactions with all staff, and partners.

THE CHUGACH REGIONAL RESOURCES COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF OF THE CHUGACH REGIONAL RESOURCES COMMISSION (Public Law 93-638 Indian Self-Determination and Education Assistance Act, Indian Preference Act, and the Indian Civil Rights Act, 1968 apply).

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver’s license.

Will be required to serve a 90-day probation period.

How to Apply: To apply or make inquiries, email your credentials or questions to Willow Hetrick-Price at willow@crrcalaska.org. Submit a resume, cover letter, and 3 professional references, BIA Form 4432 (if claiming Indian Preference) to: Willow Hetrick-Price at willow@crrcalaska.org. Communications will be treated in confidence and resumes will be accepted until position is filled. Resume reviews begin immediately.