



# Alaska Conservation Foundation

**Job Title:** Director of Finance & Operations  
**Department:** Administration  
**Reports to:** Executive Director  
**Supervises:** Office Manager  
**FLSA Status:** Full-time, Exempt  
**Salary:** DOE

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## **General Functions**

The Director of Finance & Operations is responsible for managing all aspects of ACF's financial management and general operations. The position plays a critical role in ensuring accuracy and accountability in ACF's fiscal policies and procedures. This position is a member of the executive management team, and reports directly to the Executive Director.

## **Duties and Responsibilities including, but not limited to:**

### **Financial Management**

- Works with Executive Director to develop annual budget and prepare mid-year revisions. Monitors budget variances and makes year-end projections.
- Ensures organizational compliance with IRS rules and other federal and state laws and regulations.
- Prepares monthly and annual financial reports for staff and trustees.
- Works with staff to prepare budgets and produce financial reports for grant proposals and reports.
- Directs the work of financial contractors and consultants.
- Reconciles bank accounts including checking, credit cards (outgoing & revenue), money market funds, short-term investments, and endowment funds.
- Maintains financial records.
- Responsible for oversight of contract employee who records expenses and processes payments.
- Responsible for oversight of contract employee who processes bi-weekly payroll and associated taxes; quarterly and annual federal and payroll reports, W-2 forms, year-end 1099s, and other tax related filings.
- Compiles financial statements and footnotes for the annual audit.
- Prepares supporting documentation for Form 990 and other federal and state tax reports.
- Prepares supporting worksheets for financial statements.
- Tracks direct and grassroots lobbying expenses. Files federal and state lobbying reports.
- Oversees preparation and filing of state charitable registrations.
- Serves as staff liaison to the Board of Trustees Finance and Audit Committees
- Develops and maintains internal financial controls and process improvements.
- Works with Development Department to maintain endowed and non-endowed funds

### **Operations**

- Ensures compliance with ACF personnel policies and state/federal labor laws.
- Administers benefit plans including medical, dental, SEP IRA and 403(b) retirement.
- Maintains personnel files.

- Ensures that document control procedures are legally compliant and adhered to
- Oversees maintenance of administrative records and office filing systems.
- Maintains insurance policies (worker's compensation, Directors and Officers, property, liability).
- Manages office lease.
- With Executive Director, helps to set priorities for office manager.

### **Professional**

- Adhere to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflect optimistic and positive attitude.
- Exercises discretion in handling confidential information.

### **Job Specifications**

- Excellent verbal and written communication skills
- Strong organizational and time management skills; ability to prioritize tasks, meet deadlines and manage multiple projects
- Excellent listening and retention skills
- Demonstrated ability to work effectively as a member of a team, both as a leader and in a supporting capacity
- Must be a self starter with outstanding interpersonal skills, ability to find solutions when presented with challenges
- Must be highly energetic and maintain positive attitude
- Demonstrated ability to maintain confidentiality at all times while displaying a professional disposition
- Solid relationship building skills; ability to interface with board members, external constituents and grantees

### **Qualifications**

- A passion for Alaska and protecting its environment.
- Bachelor's Degree in Finance, Accounting or Business Administration required.
- 5 to 7 years financial management experience with demonstrated successes. Nonprofit financial management experience a plus.
- Knowledge of state and federal laws and regulations.
- Proficient with QuickBooks, Microsoft Excel, Word and PowerPoint. Familiarity with Salesforce database a plus.

### **Disclaimer**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.