



**Job Title:** Operations Associate

**Reports to:** Director of Finance and Operations

**FLSA Status:** Full-time, Non-Exempt

**Salary:** \$50,000 to \$60,000 per year, DOE

**To apply:** Send a resume and cover letter to [acfjobs@alaskaconservation.org](mailto:acfjobs@alaskaconservation.org) with the subject line "Operations Associate". Position is open until filled.

### **GENERAL FUNCTIONS**

The Operations Associate, under direction from the Director of Finance and Operations, is responsible for maintaining effective finance, grant, and administrative processes.

### **DUTIES AND RESPONSIBILITIES**

- Conduct monthly close activities, including creating journal entries and performing account reconciliations.
- Take charge of the accounts payable process, including managing vendor relationships, processing invoices, and creating payments.
- Generate financial reports to assist with grant applications and reporting.
- Assist with Federal Award management, including monthly and quarterly invoicing, preparing and organizing subaward and contract paperwork, and ensuring compliance with award terms and Federal grant regulations.
- Ensure accuracy and completeness of our donor database by applying data entry protocol, performing regular reconciliations on monthly and weekly reports.
- Assist with annual processes such as external audits, preparation of tax filings, and budgeting.
- Support grantmaking activities such as data entry, data management and donor advised fund awards.
- Serve as an ambassador for the organization.
- Other duties as assigned.

### **QUALIFICATIONS**

- Two or more years of accounting, bookkeeping, or finance experience.
- Bachelor's Degree in Business Administration, Accounting, Finance or related field preferred.
- Highly organized and detail oriented.
- Mentally agile, maintaining a skeptical and inquisitive mindset, always looking for opportunities to improve.
- Ability to work independently, problem-solve complex situations, prioritize tasks, meet deadlines and manage multiple projects.
- High level of initiative and desire to meet specific goals.

- Strong computer skills, including MS Office suite, Google suite, Salesforce and QuickBooks or other accounting software.
- Eagerness to work as part of a team, especially in a supportive role.
- Demonstrated ability to maintain confidentiality at all times while displaying a professional disposition.
- Desire to integrate justice, equity, diversity, and inclusion into daily work and commitment to elevation a wide range of voices.
- A passion for Alaska Conservation Foundation's mission and an eagerness to support its sustainable business practices.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed 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 the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.