



Job Title: Operations Associate

Reports to: Director of Finance and Operations

FLSA Status: Full-time, Non-Exempt

Salary: \$65,000 per year

TO APPLY: Send a resume and cover letter to acfjobs@alaskaconservation.org with the subject line "Operations Associate". Position is open until filled.

BACKGROUND

Alaska Conservation Foundation protects Alaska's public lands and waters and builds resilience to climate change by supporting grassroots advocacy, leading collaborative climate change adaptation efforts, and continuing to strengthen Alaska's conservation movement. 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 financial close activities, including creating journal entries, reviewing credit card transactions and reimbursement requests, and performing account reconciliations.
- Lead accounts receivable and accounts payable process, including managing vendor relationships, depositing incoming donations and payments, 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.
- Assist with annual processes such as external audits, preparation of tax filings, and budgeting.
- Supports logistics and coordination of occasional internal and external events and meetings.
- Assist Human Resource and IT support to staff and management.
- As a staff member, be an ambassador for the organization.

- Other duties as assigned.

QUALIFICATIONS

The ideal candidate will possess many of the following professional and personal knowledge, experiences, skills, and abilities.

- Three or more years of accounting, bookkeeping, or auditing experience.
- Degree or other certification in Business Administration, Accounting, Finance, or related field preferred.
- Highly organized and detail oriented.
- Understands importance of being timely and efficient.
- 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, Zoom and Blackbaud Financial Edge or other accounting and payroll software.
Eagerness to work as part of a team, especially in a supportive role to all staff.
- Motivated to keep positive working relationships with all staff in both a hybrid and office environment by being empathetic to their needs and offering support when needed.
- Demonstrates ability to maintain confidentiality 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.

WORK LOCATION AND CONSIDERATIONS

- Alaska Conservation Foundation's office is in Anchorage, Alaska but we are open to hybrid work arrangements.
- The majority of the work is conducted in an office or home office settings and conference or meeting facilities. Occasional periods outdoors may be required.
- Some flexibility of work schedule will be required to meet occasionally outside of regular business hours and on weekends to accommodate events and board meetings.

BENEFITS

- Health Benefits: Low-cost Health, Dental, Vision plans; Life and AD&D insurance; Long-term disability; Health Savings Account to satisfy health deductible, 403(b) retirement plan with up to 7% company match after one year of service.
- Work-Life Balance Benefits: Generous paid time off; 12 paid holidays, parental leave, bereavement, and flexible schedules.

***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.*