



## Finance Director

**Location:** Anchorage, AK office.

**Reports To:** Executive Director

**Supervises:** Staff Accountant I, Grant and Contract Administrator, Grant Accountant, Staff Accountant II.

**Grade:** 7

**Status:** Exempt

**The Organization:** 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, Qutekcak Native Tribe (Seward), and the Valdez Native Tribe.

**Position Description:** The Finance & Administration Manager leads CRRC's accounting and grants and contract team to manage grants and contracts from federal, state, and local granting agencies and private contracts. This position works closely with the Executive Director and Mariculture Director to maintain effective finance, grant, and administrative processes. The position is responsible for providing financial expertise, managing the full grants and contracts process, and human resources support to our mission programs. The Finance & Administration Manager builds and maintains internal controls and processes for the organization through a collaborative team effort.

### Primary Duties:

- Manage and mentor employees in the accounting, grant and contracts, & human resources departments, fostering their growth and development
- In coordination with the accounting staff and others, maintain the accounting records to ensure the integrity and accuracy of CRRC's financial data in compliance with generally accepted accounting principles.
- Ensure the timeliness and accuracy of payroll, quarterly and annual payroll tax reports (941 and ESC), and the accounts payable and accounts receivable processes.
- Review or perform reconciliations of financial accounts and project budgets monthly.
- Prepare and/or review monthly financial reports to the Executive Director and program managers.
- Develop and ensure approval of Negotiated Indirect Cost Rate Agreements (NICRA) with



Federal oversight agencies

- Prepare annual, audit, Single Audit and Form 990 with external auditor
- Assist the Executive Director in the preparation and monitoring of the annual operating budget
- Work with the accounting department to organize, streamline, and maintain processes for maximum efficiency
- Oversee human resources administration to ensure the performance of payroll, benefits enrollment, insurance claims, 403b contributions and compliance, and other employee benefits are efficiently and effectively administered
- Maintain business accounts, insurance, and other policies related to CRRC
- Prepare and present quarterly financials to the Board of Directors
- Manage the end-to-end contract and grant administration process to ensure grant reporting is submitted accurately and timely and within funder requirements
- Ensure compliance with applicable laws and regulations (e.g., Uniform Guidance), organizational policies and procedures, and internal controls
- Educate staff and act as resource on grant compliance matters
- Oversight of all aspects of grant specific audits
- 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
- Knowledge of federal purchasing and procurement procedures.
- Proficient in accounting software management 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 tasks to meet multiple deadlines and fulfill responsibilities.
- Highly organized, efficient, solutions and detail oriented.
- 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.



Employees are 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).

Acknowledgement and Acceptance:

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Employee Date

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Executive Director Date