

Job Title: Business Manager	Revised: 8/21
Department: Administration	
Reports to: Executive Director	FLSA status: Exempt

Position Overview

The Business Manager oversees all operations in connection with financial matters including accounts receivable and payable, payroll and auditing. The position: develops and initiates systems, policies and procedures for transacting financial matters; ensures that the financial system is accurate, efficient and in accordance with professional accounting practices and governmental regulations; and oversees human resources functions and all technology functions of the Agency.

Essential Job Functions

- Develop and implement the Business Departments' goals, projects, policies, procedures, methods and controls.
- Actively participate in the Agency's management team to ensure effective integration of strategic directions into finance and technology work plans.
- Assists Executive Director in staffing appropriate Board Committees to ensure timely and responsible decision-making.
- Provide management level leadership for the development and oversight of all Agency financial and technological operations.
- Responsible for the day to day financial operations as follows:
 - Monthly financial statements and account analysis;
 - Annual external audit;
 - Accounts payable, accounts receivable and payroll accounting;
 - Grant accounting;
 - Financial planning and budgeting;
 - Risk management and insurance;
 - Agency investments; and
 - Banking functions.
- Responsible for human resources functions including new employee orientations, maintenance of personnel files, and administration of employee benefits.
- Responsible for administrative functions including support staff oversight and office equipment.
- Responsible for technology functions including hardware, software, network administration, and database administration.
- Responsible for the oversight of facility and grounds maintenance. Acts as liaison between the agency and facility tenants.
- Assure compliance with all Agency policies, procedures, standards and applicable regulatory requirements
- Promote Agency-wide programs and initiatives.

Anchorage

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Requirements and Qualifications

- Bachelor's degree in Accounting or Business Administration with an accounting concentration from an accredited college or university or a combination of education and experience to provide the required skill and knowledge for successful performance.
- Four years progressively responsible experience in accounting.
- Supervisory experience.
- Ability to pass a state and federal criminal background check.
- Valid Alaska driver's license with a good driving record and proof of auto insurance.

Knowledge, Skills and Abilities

- Knowledge of principles, practices and methods of modern accounting and auditing.
- Knowledge of financial administration including budget preparation and reporting, modern office practices, procedures, methods, equipment, operations procedures and data processing.
- Knowledge of accounting practices and regulations required by state, federal and other granting agencies.
- Knowledge of double entry accounting procedures including subsidiary ledgers, journals, standard accounting procedures and techniques.
- Knowledge of program analysis and revenue forecasting.
- Ability to prioritize and manage multiple priorities.
- Ability to anticipate, identify, organize and analyze growth opportunities
- Ability to direct, supervise and evaluate personnel.
- Ability to analyze information and make timely, appropriate decisions.
- Ability to work effectively with volunteers, staff and external contacts to build and maintain successful teams.
- High level of integrity, diplomacy and initiative.
- Excellent verbal and written communication skills.
- Ability to work independently, follow directions and organize materials and time.
- Ability to perform detailed work under pressure with accuracy and timeliness.
- High level of proficiency with accounting software packages.
- Excellent knowledge of Microsoft based word processing, spreadsheet, and database software.
- Type 40 WPM, 10 key by touch.
- Ability to drive, and to use personal vehicle for Agency business.

Physical and Special Requirements

- Must have the ability to perform lifting and transferring of no less than fifty pounds and demonstrate good body mechanics while performing these tasks.
- Ability to work evenings and weekends as needed.
- Ability to travel as needed to perform job duties.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

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