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## **Position Announcement: Finance Director**

The Prince William Sound Science Center (PWSSC) seeks an experienced candidate for the position of Finance Director. This position is responsible for executing and supervising all responsibilities within the areas of accounting, budgeting, grants and contracts, and some human resources (HR). The Finance Director is responsible for supervising and maintaining the daily accounting operations including payroll, accounts payable, accounts receivable, and the general ledger at PWSSC, including all related activities with regard to PWSSC's role as fiscal agent for other organizations such as the Oil Spill Recovery Institute (OSRI). HR responsibilities include payroll oversight, benefits, personnel policies, and compliance with worker's compensation requirements and state and federal labor and tax laws. This position also includes grants and contract management including reviewing incoming grant documents for alignment with PWSSC policies and compliance capabilities, initiating grant contract documents as requested by OSRI, and initiating and/or executing contracts and subcontracts. This position also helps track and guide proposals, management, and reporting for grants and grant budgets. This position reports directly to the Chief Operating Officer but is expected to work closely with the Chief Executive Officer, as well as development and program staff as needed. This position has supervisory responsibility for the bookkeeper.

## **PWSSC Background:**

PWSSC's mission is to advance community resilience and the understanding and sustainable use of ecosystems. Prince William Sound (PWS) is located in the northeast corner of the Pacific at 60° N and includes an intricate network of glaciers, forests, fjords, barrier islands, wetlands, and freshwater, estuarine and marine systems. PWS has 4900 km of shoreline and is surrounded by the Chugach Mountains that reach 4,300 m and contain the most extensive system of tidewater glaciers in North America. Most of the land area is in or adjacent to the Chugach National Forest. The area is considered to be the northern most extent of the coastal temperate rainforest zone and receives a significant volume of rain annually. Of the five PWS communities, only Valdez and Whittier have highway access to the main road system. Access to Cordova is by boat or plane. Alaska Marine Highway System ferries and an airport that receives daily commercial airline traffic serve the community. The Copper River and Prince William Sound commercial salmon fisheries are the cornerstone of the local Cordova economy. Herring, Pacific cod, sablefish, halibut, shrimp, crab, and razor clams are among either current or historically important fisheries within Prince William Sound. The Sound is important for subsistence and sport fisheries of these and other species. For more information visit [www.pwssc.org](http://www.pwssc.org).

## **Position Requirements:**

Bachelor's degree or equivalent in finance, accounting or related field and five years of experience in fiscal administration in a similar position with at least three years at a supervisory level is required. Strong skills and experience in accounting, budgeting, financial analysis, advanced Microsoft Excel functions and computerized accounting systems is required. Experience with non-profit accounting, Sage 100 or other fund accounting software, Biznet or other reporting software, and federal grant compliance is preferred.

CPA, MBA, or other relevant higher degree and specialized training is a plus. Experience in human resources and a familiarity with Alaska labor law is beneficial.

Must possess advanced skills in organization, customer service, attention to detail, and oral and written communication. Must have the ability to work with diverse individuals, present complex financial information to more general audiences, work independently, set own priorities, manage competing deadlines, maintain confidentiality, and interact effectively with staff, senior management, and outside parties. Must consistently produce high-quality work, exhibit strong time-management skills, require minimal supervision, and mentor/train other team members. Candidates that are not U.S. citizens or permanent residents must satisfy U.S. employment requirements. Must work on-site in Cordova, AK.

### **Essential Duties:**

- Maintains, analyzes, and reconciles the general ledger and subsidiary accounting records. Reviews and, when needed, prepares journal entries. Reviews department general ledger postings regularly. Reviews and supervises quarterly trial balance closing(s).
- Monitors all cash activity and cash reserve accounts to ensure timely payments to employees, vendors, and collections from clients. Reviews regular assessments of federal grant expenditures and automated drawdown of federal grant funds. Reviews documentation for bi-monthly or monthly grant invoicing. Prepares documentation for the annual audited financial statement and Federal Single Audit as per (OMB Uniform Guidance (2.CFR.200) for PWSSC. Prepares the annual Form 990 & 990-T tax documents, annual Negotiated Indirect Cost Rate Proposal (NICRA), and directs the annual worker's compensation audit. Directs and reviews preparation and submittal of quarterly reports for worker's compensation, sales taxes, and other reports as needed.
- Assists executive team in preparing the annual PWSSC operating and capital budgets and ad-hoc financial analyses. Reviews and supports the development of budgets for PWSSC activities funded by grants, contracts, and other funds.
- Prepares and submits fiscal reports to federal, state, or other granting agencies to meet compliance and regulatory requirements. Applies federal grant compliance knowledge in performing daily activities.
- Maintains financial records pertaining to fixed asset acquisition, depreciation, and disposal. Performs research for fixed asset disposals. Prepares documentation for fixed asset reporting to management, auditors and granting agencies.
- Uses interpersonal skills to coordinate projects with various internal staff.
- Uses financial analysis, critical thinking, and problem-solving skills to analyze data and develop meaningful solutions to specific problems.
- Uses organizational skills to manage competing priorities.
- Uses independent judgment to make logical decisions.
- Supervises accounting personnel. Assigns and checks work, establishes schedules, sets deadlines and delegates authority. Sets performance standards for staff. Ensures annual performance evaluations are completed for self and bookkeeper.
- Ensures all accounting staff are properly trained and equipped for their assigned tasks and conducts or arranges for training as necessary to carry out the department's objectives.
- Maintains official PWSSC records in accordance with the records retention policy and schedule.
- Grants & Contracts management: Prepares and ensures execution of contracts, subawards and amendments. Ensures compliance if applicable to OMB (2.CRF.200). Monitors Grant award spending vs Budget. Maintains Grant and Subaward schedule. Completes or reviews quarterly reports as required.
- HR Duties include: Educate staff on benefit options such as personal leave, 403b retirement fund, cafeteria plan management, health care enrollment and medical reimbursement. Ensures

institutional compliance with worker's compensation procedures. Ensures institutional compliance with labor and employment law.

**Salary and benefits:**

This is a full-time, exempt position. Salary is competitive with non-profit organizations in Alaska (~\$60,000-\$75,000 dependent on experience). Benefits include health insurance (with dental and vision coverage), cafeteria plan for health care related expenses, paid time off, and optional enrollment in a 403b retirement annuity with options for employer match.

**Position open until filled. Start Date: ASAP but no later than March 2018.**

**To apply:**

Please submit in PDF format a letter of interest, resume, and three references to Scott Pegau at [wspgau \[at\] pwssc.org](mailto:wspgau@pwssc.org) with Finance Director [Your Last Name] in the subject line.

**EO/AA Employer**

Job Type: Full-time

Required education:

- Bachelor's or equivalent experience

Required experience:

- Accounting: Minimum 5 years with three years' supervisory experience