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Position Announcement: Finance Director

Position Location: This is an onsite role in Cordova, AK

The Prince William Sound Science Center (PWSSC) seeks an experienced candidate for the position of Finance Director. The Director is responsible for accounting and business functions and plays a critical role in guiding and strengthening the financial stability of the organization. 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). This position's HR responsibilities include oversight of benefits, personnel policies, and compliance with worker's compensation requirements and state and federal labor and tax laws.

This role 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 and ensuring PWSSC meets federal requirements for subawardee management. This position also helps track and guide proposals, management team actions, and reporting for grants and grant budgets. The Finance Director reports directly to the Chief Executive Officer (CEO) and works with development and program staff as needed. This position has supervisory responsibility for the bookkeeper and is on the management team, which is also comprised of the CEO, Chief Science Officer, and Education Director.

Our ideal candidate has strong communication skills and the ability to interact effectively with staff, senior management, and outside parties. They take ownership of their role and have the ability and experience to work independently, setting their own priorities, managing competing deadlines, and maintaining confidentiality. They consistently produce high-quality work, exhibit strong time-management skills, require minimal supervision, and care about mentoring, training and developing other team members. A critical thinker, this person uses problem solving skills to analyze data and develop meaningful solutions to specific problems.

PWSSC Background:

PWSSC's mission is to advance community resilience and the understanding and sustainable use of ecosystems. The Prince William Sound Science and Technology Institute, dba Prince William Sound Science Center (PWSSC), is an Alaska non-profit that was incorporated by commercial fishermen and community leaders in 1989 and is committed to scientific research and science education. We work to improve the understanding of the ecosystems of Prince William Sound, the Copper River watershed, Bering Glacier, and the northern Gulf of Alaska. 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. 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 (e.g. 737s) serve the community. For more information visit www.pwssc.org.

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. Regularly assesses federal and state grant expenditures, subawardee reporting, and performs drawdowns of 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. Supports the preparation of 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 and reviews form 5500 as prepared.
- Assists the management 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.
- Supervises accounting personnel and personnel who may assist with grants and contracts management. 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 accounting staff. Trains and develops accounting staff as needed to meet department 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.CFR.200). Monitors grant award spending vs grant budget and communicates with relevant staff accordingly. Maintains grant and subaward schedule. Completes or reviews quarterly reports as required.
- HR oversight including: 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 and institutional compliance with labor and employment laws.

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, is required; or equivalent combination of education and experience in accounting, budgeting, financial analysis and reporting sufficient to meet the position responsibilities.
- A minimum of three years at a supervisory level is required.
- Advanced Microsoft Excel functions and computerized accounting systems is required
- Experience with non-profit accounting, Accufund or other fund accounting software, reporting software, and federal grant compliance is preferred, or the aptitude and willingness to learn Accufund and master and excel in its use.
- 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.
- Extremely organized and models advanced customer service skills and abilities.
- Demonstrated ability to communicate effectively with and work with diverse individuals and to present complex financial information to differing audiences (Board of Directors, staff, etc.)
- Candidates that are not U.S. citizens or permanent residents must satisfy U.S. employment requirements.

Salary and benefits:

This is a full-time, exempt position. Salary is competitive with non-profit organizations and municipal entities in Alaska (~\$75,000-\$95,000 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.

To apply:

Please submit in PDF format a letter of interest, resume, and contact info for three references to President & CEO Katrina Hoffman at khoffman [at] pwssc.org with Finance Director position: [Your Last Name] in the subject line.

EO/AA Employer

Job Type: Full-time, exempt.

Required education:

- Bachelor's or equivalent experience.

Required experience:

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