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November 5, 2024

Position Announcement: Finance and Administration 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 and Administration Director. The Director is responsible for accounting and business functions and plays a critical role in guiding and strengthening the organization's financial stability. 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 and Administration 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 and Administration Director reports directly to the Chief Executive Officer (CEO) and works with development and program staff as needed. This position has supervisory responsibility for two bookkeepers 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. **The nature of our organization and business requires this to be an on-site position.**

PWSSC Background:

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 following the Exxon Valdez Oil Spill 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.

We live and work in Cordova, Alaska, a coastal fishing town nestled in the Chugach Mountains on the southeastern side of Prince William Sound (PWS) and adjacent to the Copper River Delta. Cordova is home to 2,500 people and is only accessible by boat or plane: the Alaska Marine Highway System provides regular ferry service, and there is daily jet service by Alaska Airlines. Commercial salmon fisheries are the cornerstone of our local economy, and the mariculture industry is growing. Cordova is a creative, dynamic small-town community where many residents engage in subsistence- and recreation-centered lifestyles. Our community is home to a downhill ski hill, saltwater swimming pool, recreational center, numerous USFS-maintained hiking trails, and lakes for paddling, ice skating, and fishing. Cordova is family-friendly with award-winning elementary and junior-senior high schools, has an active arts culture, and is rich in wild scenery and abundant wildlife. Work at the Science Center is very flexible and offers an excellent work-life balance.

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.
- Review of insurance renewals; liase with brokers; communication between organization and brokers/underwriters; pursue claims.
- Ensure compliance with permits and other similar regulatory documents.

- HR oversight includes onboarding/offboarding, educating 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 supervisory experience.
- Advanced level usage of Microsoft Excel 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 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.
- Position requires a background check.

Salary and benefits:

This is a full-time, exempt position. Salary is competitive with non-profit organizations and municipal organizations in Alaska (~\$85,000-\$115,000 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. Review of applications will begin Nov 22, 2024.

To apply:

Please submit in PDF format a letter of interest, resume, and contact info for three references to: president [at] pwssc.org.

EO/AA Employer

Applicant must be authorized to work in the United States for any U.S. employer.

PWSSC does not discriminate on the basis of race, color, religion, national origin, marital status, changes in marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, physical or mental disability, pregnancy, parenthood, sex, or age, or other legally protected status. The PWSSC intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills.

