



## ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION

**TITLE:** Finance Officer

**REPORTS TO:** Executive Director

**SUPERVISES:** Administrative Coordinator

**SUMMARY/PRIMARY PURPOSE OF JOB:** The Finance Officer contributes to the association's overall success by effectively managing all financial tasks. This position ensures legal and regulatory compliance for all accounting and financial reporting functions, oversees accounts receivable, accounts payable, payroll, and financial risk management activities, and ensures successful completion of all related financial activities. All employees are expected to contribute to the agency's professional reputation by understanding and promoting the association's mission and its associated programs and activities.

### **Manages the Associations Finances and Assets**

- Assist the Executive Director in preparing and implementing the annual budget.
- Assists Directors or key project staff in the development of project budgets for grants or services. Budgets will be established in accordance with project needs, federal funding guidelines, laws, and other guidance.
- Guarantee accurate and timely financial statement preparation, including documenting and testing existing controls and processes overall financial systems, completing month-end and year-end general and supporting ledger closing procedures, and preparing bank reconciliations.
- Develops systems to communicate projects' financial status to Directors or other designated staff, including monthly reports.
- Ensure adequate cash flow for the organization through timely reimbursement requests to federal and state funders.
- Prepare financial reports for federal, state, and philanthropic funders.
- Work with senior leadership in strategic decision-making about finances and budget.
- Manage relationships with banks, credit card companies, sponsors, and members related to AASB's financial relationships.
- Oversee key staff to review all bank account and credit card reconciliations.

- Oversee the preparation of the annual 990 tax return and preparation of the indirect cost proposal, which are prepared by an outside contractor.
- Monitor contracts and work with key staff to administer contractual billing.
- Act as a payroll officer, working with key staff to process timesheets and timely payment of AASB employees.
- Coordinate all aspects of the annual audit.
- Manage the association's investments and make recommendations for changes to the executive staff.
- Establish and maintain an effective inventory and property accounting system.
- Coordinate comprehensive insurance coverage for all of the association's risk management needs.
- Update business policies, practices, and accounting procedures to align with best practices and meet the organization's needs.
- Establish and manage agency accounting, budgeting, and financial reporting procedures to ensure timely and accurate processing of all Accounts Receivable, Accounts Payable, Payroll processing activities, travel, and purchasing.
- Ensure compliance with all regulatory requirements related to the area of responsibility, including 1099, W-2, benefits reporting, and tax records.
- Maintain accurate fixed asset records, computing depreciation expense. Ensure that all fixed assets are identified, labeled, and inventoried.
- Ensure timely and accurate completion of all grant reporting requirements
- Assist with operational and financial decisions by performing financial analysis, advising on fiscal implications of operational changes, preparing and monitoring budgets, and developing strategies to enhance financial performance and stability.
- Ensure self or other agency personnel maintain expertise in, and implement systems to, appropriately and timely, meet all laws and regulations guiding business practices, with particular attention on those related to employee payroll and benefits, Generally Accepted Accounting Principles, and accreditation standards.
- Ensure the agency employee benefits program adequately addresses organizational needs by reviewing plan options, investigating alternatives, and negotiating with benefits administrators.
- Ensure self or other agency personnel are trained, understand, interpret, and apply provisions of laws, rules, legislation, and policies to business practices, with particular attention on those related to employee payroll and benefits, Generally Accepted Accounting Principles, Occupational Safety and Health Act, Health Insurance Portability and Accountability Act, accreditation standards, Federal Uniform Guidance and regulatory guidance for federal or state grants.

- Other duties as assigned.

### **Required Competencies / Abilities**

- Knowledge of Generally Accepted Accounting Principles and the process for overall management and maintenance of a non-profit accounting environment.
- Knowledge of computer applications and technology functions related to the work, including but not limited to database, spreadsheet, word processing, accounting software, grant platforms, and Google suite. Knowledge of state and federal laws and regulations related to critical areas of responsibility.
- Familiarity with **QuickBooks** or other accounting software platforms and advanced Excel experience.
- Skilled in the ability to perform grant research, reporting, and records management;
- Skilled in professional-level written and oral communications.
- Ability to exercise initiative and judgment in the completion of assignments.
- Ability to read, analyze, and interpret complex documents, including financial statements, laws, and regulations.
- Ability to be an analytic and decisive decision-maker - collecting necessary data, establishing facts, drawing valid conclusions,
- Ability to adapt to challenging situations and possess creative problem-solving.
- Ability to establish and maintain effective working relationships and tactfully communicate with co-workers, other agencies, and the public.
- Ability to meet tight deadlines.

### **Preferred Qualifications**

- Bachelor's degree in accounting or a relevant finance degree preferred. Significant (multiple years) direct experience managing and maintaining an entity's accounting functions may be substituted for a degree.
- Minimum **of five** years' work experience
- Expert knowledge of General Ledger structure and entry
- Certified Public Accountant preferred but not required.
- Experience performing bank and other account reconciliations
- Minimum **of three** years' supervisory experience required.
- Track record in **grant management**, familiarity with **uniform guidance**, and various federal platforms for grant reporting

- Must be able to pass a criminal background check under agency guidelines and state regulations.
- Grant writing or editing skills are a plus.
- Ability to design systems and processes for effective financial management.

**Working Conditions:** Work to be conducted primarily in the Juneau office; however, occasional evening, weekend, and overnight travel are required.

**Physical Demands:** Some lifting required (up to 40 lbs.). Long hours on a computer keyboard. Prolonged periods of sitting at a desk.

**Salary/Benefits:** This is a full-time salaried position. Regular workdays are Monday through Friday, 8:00 a.m. to 5:00 p.m.; weekend work is occasionally required. Depending on experience and demonstrated skills, a competitive salary and leave schedule is available, including a generous benefits plan that includes health insurance and retirement.

AASB believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, AASB will not discriminate against an employee or applicant for employment because of race, creed, gender, sexual orientation, national origin, age, marital status, political or religious beliefs, physical or mental conditions and family, social or cultural background in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.