



## **ASSOCIATION OF ALASKA SCHOOL BOARDS JOB DESCRIPTION**

**Position Title:** HR/Business Manager

**Program:** Business Office

**Reports To:** CFO

**FLSA Status:** Full-time, Exempt

**Revised Date:** 2/12/2026

**Minimum Starting Salary:** \$80,000

**Supervises:** Administrative Coordinator

**Location:** Juneau

### **Summary/Primary Purpose of Job**

Serve as the organization's HR and Business Manager by leading human resources functions, supporting financial and business office operations in partnership with the CFO, providing reporting to leadership, and overseeing administrative and building logistics operations.

### **Key Responsibilities**

#### **Human Resources Management (50%)**

- Guide the hiring process, from recruitment through onboarding and orientation.
- Process all new employee documentation.
- Facilitate annual updating of Employee Handbook.
- Track and process all staff reimbursement requests.
- Conduct school district salary surveys and prepare related reports.
- Conduct periodic reviews of internal HR systems and/or practices as needed to comply with AASB policies and state/federal law.
- Regularly communicate HR and business-related information to all staff.
- Support special projects as assigned.

#### **Business Management (50%)**

- Oversee the Administrative Coordinator's execution of their business and financial operations duties.
- Manage annual renewal of all organizational insurances, certifications, and licensing.
- Provide support for MOAs and contracts, including editing/proofreading, W9 collection, and issuance of 1099s.
- Manage Accounts Receivable, including invoice issuance and payment processing.
- Processes Accounts Payable using [Bill.com](#).
- Reconciles bank and credit card statements monthly.
- Processes weekly bank deposits.
- Assist the CFO in preparation for the annual financial audit.
- Maintain equipment inventory.

- Support grants management team as needed.
- Provide business operations and logistics support for AASB events team.
- Coordinate with IT Manager on the provision of software updates and backup tech support.
- Support advance and on-site logistics for the Annual Conference, including registration and June Nelson Memorial Scholarship fundraising event.
- Support special projects as needed.

## Qualifications & Competencies

- **Education:** High school diploma required; degree preferred. Relevant experience considered in lieu of a degree.
- **Technical Skills:** Proficient in Microsoft Office (Excel, Word, PowerPoint), Google Suite, Apple tools, Adobe, and QuickBooks. Demonstrated experience with bookkeeping and familiarity with standard accounting practices.
- **Soft Skills:** Exceptional communication skills, problem-solving mindset, ability to manage multiple deadlines in a fast-paced environment. Contributes effectively as part of a team, work autonomously with initiative, and exercise sound independent judgment.
- **Cultural Awareness:** Understanding of Alaska's cultures, people, and education systems.

## Working Conditions

Work to be conducted primarily in the Juneau office with some remote office work possible. May need to travel and work weekends a few times per year for trainings/conferences.

## Physical Demands

Some lifting may be required (up to 40 lbs.). Significant time using a computer keyboard and monitor. Occasional prolonged periods of standing and/or walking.

## Salary/Benefits

This is a full-time, Exempt (overtime ineligible) position. Regular work days are Monday through Friday, 8:00 am to 5:00 pm with a one hour lunch break. Salary is dependent on experience. A generous leave and benefit package is included.

## Application Process

Please submit a resume, cover letter, and at least three professional references to [lmiller@asb.org](mailto:lmiller@asb.org). The deadline to apply is **Friday, March 20, 2026**.

*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 experience, qualifications, and job requirements.*