



# Financial Manager

## General Description:

Assists and takes the place of the Finance Manager, who coordinates the accounting and financial management functions for the Fairbanks Soil & Water Conservation District with oversight and assistance from the District Cooperator. This would include managing financial assignments involving programs, systems, functions, policies, and various issues. This includes all items related to finances. The work requires mastery of professional knowledge of the theory, concepts, principles, and practices of accounting, financial auditing, and financial management.

## Duties:

- Coordinates the accounting and financial management functions for Fairbanks Soil & Water Conservation District.
- Reviews and revises accounting office operating procedures and advises the Board Chair, Treasurer and District Coordinator regarding accounting and financial policies, priorities, and other management issues.
- Assists the District Coordinator, board, and other staff in creating and maintaining an integrated program of accounting controls, budgeting, and financial management. Conducts thorough research and advises board and staff regarding the accounting and financial reporting systems.
- Plans and coordinates financial structures, program coding, and expenditure plans for the district and the Board based on recommendations and directions from the Board and District Coordinator.
- Guides the connections between the district's accounting, payroll, budget, and procurement functions and their individual role in that system. This includes maintaining a relationship with AACD, the employer of record for all related financial functions needed by them, including timesheets, insurance, and any other financially related items. Responsible for distribution and tracking of timesheets, AACD-related expenditures, insurance, etc.
- Manage Federal Single audit as required by the government in handling federal grants. Work with a third party to ensure that the Federal Single Audits are completed in accordance with Federal regulations. Utilize and work with external auditors to maintain financial policies.
- Prepare financial reports and other significant documentation in support of the grant management and staff.
- Present a monthly financial report and other fiscal issues to the FSWCD board.
- Provide guidance to project leads on grant administrative and overhead costs, specialized financial issues, or budget items.
- Enter and/or author grant financial reports into the grant tracking system in a timely manner for compliance.
- Utilize Quickbooks and other programs to complete financial tasks.



## **MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting, finance, business administration, management, or a related field.  
AND one year of progressively responsible budget and accounting work experience or three years of accounting experience at a professional level.

30 to 40 hrs per week @ \$20-\$30.00 hr.

To apply, submit cover letter, resume, and at least two references via email to [jonisc@gmail.com](mailto:jonisc@gmail.com) or in person to 590 University Ave. Suite 2 in Fairbanks.