



thrivalASKA

Subject: Job Announcement
Job Title: **Finance Director**
Program: Thrivalaska Administrative office
To: All Employees
From: Human Resource Department
Location: 1949 Gillam way, Fairbanks, Alaska
Open Date: 7/23/18
Start Date: Immediately
Hours/Days: Permanent/Fulltime position, 40 hrs per week
52 weeks a year, exempt from overtime, salaried,
eligible for all employer sponsored benefits
Salary: DOEE – Range \$28.00 - \$32.00 hr.

Overview of Position:

Responsible for daily overall complex operations of the Finance Department for Thrivalaska which includes: grant reporting, accounts payable/receivable, monthly, quarterly and annual financial reports, budget development, annual audit, procurement, bank reconciliation, deposits, on-line banking, payroll, gaming, and tax payments. The Finance Director is expected to supervise and cross train the Assistant Finance Director and perform whatever duties are necessary to provide the highest quality financial management possible.

The Finance Director will manage state and federal grants along with tuition and fundraising for Thrivalaska programs: Head Start Birth to Five, thread Resource & Referral, thread Child Care Assistance, and a before/after school and pre-k program at Pearl Creek Elementary school.

Education and Experience:

Minimum Requirements:

1. BA in Accounting
2. Proficiency with Quick Books, Excel and Word
3. Experience with State and Federal grant reporting
4. Fund accounting experience
5. 3 years prior accounting experience
6. Valid Alaska drivers license with clean driving record

Preferred Requirements:

1. Head Start experience
2. Fundraising and fund development experience
3. Non profit experience
4. CPA

Closing Date:

Open until filled.

Position is being advertised community and corporate wide.

For questions call Lisa McDaniel at 907-452-4267 x222

Submit applications to Lisa McDaniel:

Email: lmcdaniel@thrivealaska.com

Website: www.thrivealaska.com for application & full job description

FAX: 907-479-9035

Mailed or in person at: 1949 Gillam Way, Suite 209 Fairbanks, AK 99701