

North Pacific Fishery Management Council

John Henderschedt, Acting Chairman
Chris Oliver, Executive Director



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Visit our website: <http://www.npfmc.org>

August 20, 2014

VACANCY ANNOUNCEMENT *(closing date is September 10, 2014)*

Finance Officer North Pacific Fishery Management Council

Responsible for a variety of financial and administrative tasks in support of the activities of the Council and its staff, including budget preparation, grant reporting, bookkeeping, personnel, payroll, property, subcontracting, and other financial/administrative functions.

Primary Duties/Responsibilities

- Assist the Executive Director/Deputy Director in the development of budgets, Statements of Work, and the justifications for funding through Federal Cooperative Agreements
- Establishes, operates, and maintains the Council's accounting system in accordance with all applicable laws and regulations. Reviews and approves the required financial reports, including a cash receipts and disbursement journal, monthly summary of accounts, reconciles accounts, budget statements, and balance sheets.
- Monitor current Federal rules and regulations relevant to Council operations, U.S. Department of Labor Laws, and grant/financial management.
- Responsible for various personnel management duties including: salary and wage administration, time sheets, payroll, subcontracting, staff development opportunities, maintenance of personnel records, employee services (e.g., retirement, insurances, social security, and workers' compensation), and other administrative services for employees.
- Compiles the necessary information for the Council's financial and compliance audit for review by independent or Inspector General auditors.
- Compiles and submits annual and semi-annual federal grant reports in order to continue and maintain Council funding.
- Other duties as assigned

Skills and Qualifications

Relevant education/training and minimum of 5 years similar professional experience in private, non-profit, or governmental organization. Must demonstrate exceptional skill levels in prevailing software programs such as QuickBooks, Microsoft Word, Excel, and Adobe Acrobat Professional. Experience with federal grant reporting processes desired.

Salary/benefits

This position is non-federal but subject to U.S. General Schedule equivalent, GS11/12, plus Alaska COLA/locality pay. Starting salary range \$70,000 to \$90,000 depending on experience. Includes full health insurance benefits and participation in the State of Alaska Public Employees Retirement System (PERS).

Location

The Council office is located in Anchorage, Alaska. Limited moving expenses are authorized. Some travel will be required to attend meetings in other Alaska and Pacific Northwest locations.

To Apply

Please submit resume and statement of interest to:

Mr. Chris Oliver, Executive Director
North Pacific Fishery Management Council
605 West 4th Avenue, Suite 306
Anchorage, Alaska 99501-2252
Or FAX to 907-271-2817
Or email to Gail.Bendixen@noaa.gov and David.Witherell@noaa.gov
Phone inquiries may be directed to Ms. Gail Bendixen at 907-271-2809

Applications will be accepted until September 10, 2014.