

North Pacific Fishery Management Council

Dan Hull, Chairman
Chris Oliver, Executive Director



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

Finance Officer/Admin Support

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, accounts payable, travel and expense accounting, payroll, property, subcontracting, and other financial/administrative functions. Likely distribution of duties is 65% Finance related and 35% Administrative support.

Primary Financial 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 Human Resource duties including: salary and wage administration, time sheets, leave accrual, payroll, subcontracting, staff development opportunities, maintenance of personnel records, employee services (e.g., State of Alaska PERS retirement and insurances, 403(b) program, Flexible Spending Account, 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.

Administrative Support Duties/Responsibilities

Assist with preparation and logistics, and attend 10 day long Council meetings, 5 times per year. Two of the five meetings are outside the Anchorage area.

Order and maintain ongoing office supplies and assist in researching larger purchases; maintain and update subscriptions.

Work with administrative staff on developing best practices for digital procedures.

Assist with updating digital databases, lists, and monitoring web metrics.

Skills and Qualifications

Minimum AA degree in accounting or finance, and minimum of 5 years similar professional experience in private, nonprofit, or governmental organization. Advanced experience may be considered in lieu of college degree. 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.

Ability to work independently a must.

Salary/benefits

This position is non-federal but subject to U.S. General Schedule federal equivalent, plus Alaska COLA/locality pay. Starting salary range GS10-11 (60k to 80k), depending on experience. Position includes full health insurance benefits for employee and dependents, and participation in the State of Alaska Public Employees Retirement System (PERS). Generous leave accrual schedules.

Location

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

To Apply

Send cover letter (statement of interest) and resume with three references to david.witherell@noaa.gov. Applications will be accepted until April 15, 2017.