



## **Anchorage Park Foundation**

### **Business Manager**

**Base Salary: \$60,000-\$65,000**

Anchorage Park Foundation (APF) builds *Healthy Parks & Healthy People* by mobilizing public support and financial resources for Anchorage parks, trails, and recreation opportunities. We strive to build a deeper sense of community through parks and trails, making Anchorage a healthier, more vibrant and equitable place to live. APF is the nonprofit partner to the Municipality of Anchorage Parks and Recreation Department, adding value to capital improvement park and trail projects through funding, community engagement, and facilitating community driven projects through grants.

### **POSITION**

APF seeks a full-time (35 hours a week) Business Manager to join our team and provide financial support services, grant management, and administrative and program support. This position is ideal for someone with nonprofit fund management experience who likes to wear many hats and keep the lifeblood of a small organization flowing. This administrative position reports to the Executive Director. This position supports all members of the organization and requires an ability to manage multiple priorities. Benefits include health care reimbursement, 403(b) retirement match, and a hybrid work environment.

### **CORE RESPONSIBILITIES**

#### Accounting Support:

- Responsible for all activities related to accounts payable
  - Reconciles vendor statements with project managers and independently resolves issues
  - Verifies accuracy of documentation and balances
  - Codes and completes data entry of vendor invoices to ensure timely payments and accurate database records
  - Maintains electronic vendor and fund files
  - Manages credit card payments and reconciliation
- Responsible for all activities related to accounts receivable
  - Prepares invoices when necessary
  - Regularly deposits and reconciles revenues
  - Creates deposit till records for incoming checks, cash, and EFT's
  - Directs income to correct internal funds and codes in database
  - Assesses cost recovery and administrative fees on income as applicable
  - Works with development team to ensure accurate and timely tracking and acknowledgment of donations using the accounting system
- Prepares quarterly financial statements for project managers (includes internal staff, municipal staff, grantees, and fiscal sponsors)
- Responds to funder, vendor, and internal requests for accounting information

- Presents accounting reports at request, including recommendations
- Assists Executive Director in preparation of annual budgets
- Maintains and prepares for year-end reporting; works with CPA quarterly and year-end

#### Grant Administration Support:

- Works with project and program managers to prepare and track grant budgets
- Ensures compliance with reporting, documentation, and financial requirements for complex grants from a variety of funders; including state and federal grants
- Completes grant draw-downs and payment requests from foundation and government systems
- Assists in preparing grant requests by providing historical and projected budgets
- Develops and maintains relationships with grant administrators and other funders
- Assists staff in managing grants APF awards to community groups

#### Office Management:

- Assists Executive Director with administrative tasks upon request
- Serves as Board of Directors support; keep meeting minutes
- Completes annual insurance renewals; maintains insurance records and COI's
- Reviews contracts of varying complexity
- Maintains office equipment and supplies
- Keeps conference room equipment up to date and effective
- Maintains files and reports according to document retention policy
- Collects biweekly timesheets, tracks staff hours by project budget, and submits to payroll software (BambooHR)
- Coordinates payroll reports and completes batch upload to accounting system
- Coordinates taxes and other compliance using BambooHR software, including annual 1099s

#### Program Support

- Provides support to program areas, which may include organizing and attending community events, coalition meetings, data entry, youth programs, volunteer coordination and event support.

#### **PREFERRED SKILLS:**

- **Commitment to Excellence:** Identifies what needs to be completed and takes action to achieve a standard of excellence beyond job expectations
- **Customer Service:** Identifies and responds to current and future client/partner/donor needs by providing excellent internal and external customer service
- **Teamwork:** Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the organization
- **Analytical:** Synthesize complex and diverse information
- **Problem Solving:** Identify and resolve problems in a timely manner

- Planning/Organizing: Prioritizes and plans work activities, uses time efficiently and develops realistic action plans; ability to manage multiple priorities and projects simultaneously. Ability to establish and manage priorities. Well organized, reliable, and responsible
- Mission Driven: A love of parks, recreation, and trails brings our team to work every day!

**MINIMUM QUALIFICATIONS:**

- Experience with accounting software and databases, including ability to adhere to processes and procedures around database entry maintenance and fund coding
- High School Diploma/GED required. College degree and/or accounting courses preferred. A minimum 1 year accounting (bookkeeper, nonprofit accounting) preferred
- Experience managing federal grants
- Proficient in all basics of running a small office and understanding of GAAP
- Attention to detail and follow-through critical
- Able to maintain required records, reports, and files in an organized manner
- Able to multi-task, set priorities, and adapt to changing office needs
- Proficient with Excel and all Microsoft Office programs. Desire to learn nonprofit donor management software (C-Suite)
- Must enjoy working with people, but also work independently with minimal supervision

**TO APPLY**

Please send cover letter and résumé to [info@AnchorageParkFoundation.org](mailto:info@AnchorageParkFoundation.org) and include your favorite Anchorage park or trail in the subject line. **This position is open until filled, with first review of applications October 29, 2024 and interviews planned the week of November 4, 2024.**