

JOB TITLE: Business Administrator
LOCATION: Anchorage, Alaska
REPORT TO: Chief Executive Officer
DATE REVISED: January 24, 2019
CLASSIFICATION: Non-Exempt; hourly
STATUS: Full-time

Big Brothers Big Sisters of Alaska is dedicated to providing children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever.

Vision: All children achieve success in life.

Core Values: Children – Community – Commitment – Quality Outcomes - Connection

JOB SUMMARY:

The Business Administrator is responsible for several infrastructure elements including accounting, grants and contracts, and donor database of Big Brothers Big Sisters of Alaska. Successfully completing other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting:

- Review, code and submit all payables including payables to contracted accounting provider ensuring all vendor obligations stay current
- Review, code and submit deposits to contracted accounting provider for QuickBooks entry
- Maintain regular contact with remote offices to obtain and/or convey information and/or to correct transactions
- Assumes responsibility for effectively researching, tracking, and resolving accounting documentation problems and discrepancies
- Maintain accounting files and assist with the preparation of periodic reports and external audit
- Point of contact for contracted accounting and human resources services
- Work with contracted accounting provider to ensure all financial information is reported accurately
- Coordinate with Development/Operations Coordinator to track pull tab vendor receipts and prepare quarterly and annual gaming reports for BBBSAK and For The Kids Foundation permits
- Submit gaming permit renewals annually and may serve as a member in charge on permit
- Renew business licenses and ensure other corporate documentation is updated as necessary

Grants and Contracts:

- Maintain knowledge about each grant
- Determine eligible grant expenditures and code accordingly for QuickBooks entry to include payroll allocation
- Submit and/or ensure that all grant invoices, draw downs, financial reports, budget revisions and grant reports are submitted in a timely manner
- Work with CEO and VP of Programs to prepare grant proposals and grant budgets
- Work closely with CEO and VP of Programs to monitor grant goals, activities, and expenditures
- Monitor agency grants for fiscal compliance
- Maintain grant files

Database Management:

- Set up and maintain database user accounts and functional access
- Train appropriate staff on data base use and provide staff members with database technical support
- Create and maintain a policy and procedure guide for working within the fund raising database
- Perform and/or supervise the processing of all incoming pledges and gifts: recording, depositing, receipting, invoicing, reporting, etc.
- Supervise clean-up tasks for database system and maintain data integrity by establishing regular system checks

Other:

- Collect and review time sheets for bi-weekly payroll and submit for processing in a timely manner each pay period
- Review payroll reports for accuracy
- Monitor office equipment for supplies and maintenance
- Attends and participates in meetings as required
- Provide support to CEO as needed
- Perform other related duties as assigned

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Bachelor's degree in business management, accounting or related field with at least 5 years of management experience preferred; a combination of experience and education will be considered.
- Must be detail oriented
- Excellent written and oral communication skills
- Strong knowledge of accounting principles in a nonprofit setting and experience with federal, state and local grants
- Able to work with minimal supervision but also as a part of a statewide team
- Must have experience with QuickBooks
- Proficiency in technical areas such as Microsoft Office, and able to manage office equipment (phones, faxes, copiers, computers, etc.)

SUCCESS FACTORS:

- Ability to work effectively in collaboration with diverse groups of people and settings
- Passion, idealism, integrity, and positive attitude with a mission-driven focus, and self-directed approach to work
- Embraces collaboration, accountability, transparency, highest quality of service and cohesiveness
- Ability to work as a member of a team and accept direction and coaching
- Maintain a high record of attendance and punctuality
- Ability to write and record information neatly and accurately

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Job will generally be performed in a routine office environment
- Ability to sit in meetings for long periods of time
- Ability to work effectively using a personal computer for long periods of time

NOTES:

Any description of work is a picture of the major responsibilities of a position at a given point in time.



Business Administrator JOB DESCRIPTION

Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. Big Brothers Big Sisters of Alaska is an at-will employer.

HOW TO APPLY:

To be considered for this opportunity, qualified applicants can send their letter of interest and resume to bbbsak@forakergroup.org. This position is open until filled. However, applications, letters of interest and resumes will be reviewed early June 2019.