



**Covenant House Alaska
Director of Finance and Operations**

Covenant House Alaska is seeking a full time Director of Finance and Operations. This position is responsible for the overall management of the budget, investments, audits, grant reporting, facilities and building management, food services, procurement, fixed assets, IT and computer services, and other functions in managing the business/financial affairs of a not for profit corporation. Many functions accomplished through the direction of subordinate staff and contractors. Requires a BA in Business Administration with emphasis in accounting, CPA desirable. Minimum of 5 yrs exp. in related fields. Must be familiar with grant budgeting / accounting standards and budget preparation, computerized accounting software (s) and MS software products.

Submit application, cover letter and resume to Covenant House Alaska, PO BOX 104640, ATTN: Human Resources, Anchorage AK 99510 or email bjewell@covenanthouseak.org Applications at <http://covenanthouseak.org> or 609 F Street. Call 339-4207 for further information.

Position Description

Title: Director of Finance and Operations	Classification: Exempt
Reports to: Executive Director	Status: FT
Department: Administration	
Work hours: As determined by supervisor	

Summary of Position

Responsible for the overall management and supervision, budget, investments, audits, grant reporting, facilities and building management, food services, procurement, fixed assets, information technology and computer services, and other functions in managing the business/financial affairs of a not for profit corporation. *Many* functions and responsibilities are accomplished through the direction of subordinate staff and contractors.

Essential Functions

- Demonstrates a clear understanding of the Covenant House Mission, philosophy, history and tradition(s) and the underlying values upon which the Agency is founded to the staff, youth and the community we serve
- Understand and comply with all Agency policies and procedures.
- Maintain a high level of ethical standards.

- Ensure the safety of youth seen by CHA at all times.
- Directs and formulates policies, procedures and practices related to the assigned areas of responsibility.
- Directs activities of staff engaged in implementing established services and performing such functions as accounting, food services, housekeeping, computer services, facilities maintenance and improvements, etc.
- Manages the operating and capital budgets and ensures compliance with generally accepted accounting principles.
- Direct and oversee all of the accounting and audit functions.
- Direct support services in maintenance, operation, and upkeep of facilities.
- Manage the Food Service Operation.
- Coordinates the Budget development process and ensures funds are expended in a cost efficient manner. Controls the agencies purchasing methods in compliance with established policies and procedures.
- In conjunction with Human Resources, oversee Benefit administration to remaining compliant with all applicable state and federal laws
- Oversee and conduct risk management functions, OSHA compliance, and regulatory compliance.
- Prepare financial and regulatory reports required by law, regulations or requested by the Board of Directors.
- Develop and disseminate management information. Serve as a member of the Executive Team.
- Ability to work independently, requiring a high level of independent skill and judgment in all areas of management.
- Keep supervisor fully informed at all times
- Performs other duties as assigned.

Minimum Education

Requires a Bachelor's Degree in Business Administration, with emphasis in accounting. CPA desirable.

Minimum Experience

Minimum of 5 years experience in related fields. Familiar with grant budgeting / accounting standards and budget preparation. Familiar with computerized accounting software (s) and MS software products.

Knowledge Skills and Abilities Required

- Excellent oral and written, communication skills including organizational skills.
- Good judgment and common sense
- Ability to prioritize multiple tasks
- Ability to work independently
- Good customer service skills
- Ability to lift 50 pounds
- Possess a current state of Alaska Driving License
- Have clean driving record
- Pass federal, state and local background investigation

