



Director of Finance and Administration

Department	Shared Services
Reports to	Executive Director
Location	Beacon Hill – Anchorage
Classification	Non-exempt
Status	Full-time, 35-40 hrs/week Base rate: \$27-\$30 / hour, DOE
Revision Date	January 15, 2025

Position Summary

The Beacon Hill Director of Finance and Administration reports to the Executive Director and is responsible for overseeing all financial, operational, and administrative functions. This role is a key member of Beacon Hill's leadership team and ensures the organization's financial health, sustainability and growth, compliance with legal and financial regulations, and the efficient management of resources to support its mission. The ideal candidate has experience in nonprofit financial management, a strong understanding of administrative processes, and a collaborative, hands-on approach to leadership.

Supervisor Responsibilities

This position may supervise a bookkeeper or data entry staff if they are added as part of the financial/administrative team.

Essential Functions

Financial Management:

In collaboration with the Executive Director and Board, oversee the prudent fiscal management of the organization to enable a positive and strong financial position. Act as a trusted advisor to the Executive Director on matters related to finance, administration, and risk management.

Oversee and perform all accounting functions, including payroll, accounts payable, accounts receivable, and financial reporting. Prepare monthly profit/loss, balance sheet and cash flow financial statements.

Develop and manage annual budgets in collaboration with the Executive Director and program directors.

Monitor cash flow, prepare monthly financial reports, and track spending against budgets.

Lead the preparation of annual audits and tax filings, ensuring compliance with relevant nonprofit accounting standards and regulations.

Work with the Board of Directors to present financial updates and address any financial inquiries.

Oversee grant management, including reporting and tracking of grant funds.

Work with an outside accounting firm to prepare financial audits and ensure a timely completion of the annual independent financial audits.

Direct and oversee preparation of IRS Form 990 and ensure its timely submission, in partnership with an accounting firm.

Administrative and Human Resources:

Further develop and oversee Beacon Hill's human resources and administration, such as benefits administration, employee onboarding, performance management, and policy development.

Work with the Executive Director to foster a positive organizational culture that supports staff well-being and professional development.

Maintain employee records and ensure compliance with labor laws and HR best practices.

Education and Experience

Bachelor's Degree in accounting, finance, or business administration preferred or 5 years of experience in financial management.

Strong understanding of nonprofit financial management, including grant management, fund accounting, and compliance.

Proficiency with accounting software (Quickbooks) and financial reporting systems.

Experience with human resources, administration, and risk management.

Possession of a current State of Alaska Driving License and maintenance of a clean driving record.

Ability to clear and maintain stringent federal, state and local background clearances.

Skills and Abilities

Excellent communication and leadership skills, with the ability to collaborate effectively across teams.

Commitment to the mission and values of Beacon Hill.

Able to make good decisions consistently based upon a mixture of analysis, wisdom, experience and judgment

Familiarity with nonprofit fundraising operations and donor management systems.

Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential

Excellent oral and written skills including organizational skills and attention to detail

Physical requirements / Work Environment

This position can be done hybrid, with in-person at Beacon Hill in Anchorage and remotely.