

# Job Title: Finance and Office Manager

## DDA Overview – [www.ddaalaska.com](http://www.ddaalaska.com)

Since 2012, Denali Daniels + Associates (DDA) has helped hundreds of Alaska organizations with strategic plan development, meeting facilitation, qualitative and quantitative research, strategic policy development, project management and implementation services. More about DDA can be found on the DDA website: [www.ddaalaska.com](http://www.ddaalaska.com).

All candidates must care about Alaskans and Alaska's future.

## Job Summary

Do you thrive in a fast-paced environment and enjoy keeping things organized? Are you detail-oriented and have a knack for numbers? If so, we want to hear from you!

We seek a highly organized and motivated individual to join our team as a Finance and Office Manager. In this role, you will oversee and carry out administrative and clerical support while maintaining accurate and up-to-date financial records for vendor payments and customer billing. This position is in Anchorage, Alaska, and while some responsibilities can be carried out remotely, there are in-person responsibilities that require this position to be located in Anchorage.

## Job Description

1. Finance Manager:
  - Management and execution of in-house finance activities in coordination with contract bookkeeper and other team members.
  - Process vendor invoices, ensuring accuracy and timely payments.
  - Collect, organize and track receipts for expenses. This includes expenses incurred during a contract on behalf of a client.
  - Create and issue invoices to customers in a timely manner.
  - Deposit customer checks into the bank.
  - Maintain accurate records of accounts payable.
  - Oversee and track incentive payments for survey winner program, including managing W-9 forms and coordinating with team members on winner engagement such as scheduling photo opportunities and other proactive winner communications.
  - Work closely with the contract accounting firm and CEO on day-to-day finance operations.
  - Manage internal monthly pay cycle, pulling and verifying hours, leave and reimbursement requests for team of ~10 people, coordinating with the contract accounting firm who processes payroll.
2. Office Management duties include the following:
  - Maintain a professional and organized office environment.
  - Coordinate schedules and travel arrangements for staff.
  - Reservations for meeting rooms.

- Manage office supplies and equipment, ordering as needed.
- Manage reception duties, including greeting visitors, answering phones, and calling clients.
- Manage relationships with Insurance brokers.
- Manage corporate filings with the State of Alaska (business license, biennial report, etc....)
- Take notes during meetings.
- Set up client and staff meetings using Zoom.
- Support the client and staff meetings as needed.
- Assist with various administrative tasks as needed.
- Maintain confidentiality of all company information.
- Other duties as assigned.

## Qualifications

- Must live in Anchorage and be available to work onsite 2-3 days weekly..
- Minimum of 1 year of experience in an office administration or related role.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Experience with QuickBooks Online (invoicing, accounts payable)
- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint).
- Proficient in Google Workspace tools (Drive, Meet, Sheets, Docs, Calendar, and Gmail)
- Ability to work independently and as part of a team.
- Must be comfortable occasionally working in an office alone.
- Familiarity with ClickUp.com a plus

## Pay and Job Type

- Part-time positions are hourly (20+ hours/week), with a negotiable work schedule to support work/life balance. Pay range: Hourly, \$30 to \$40 per hour, depending on experience.
- Full-time employment for this position, including other assignments, is negotiable for the right candidate. Applicants interested in full-time employment are encouraged to apply. Full-time employees are paid a negotiated annual salary and include retirement and leave benefits.
- Application Deadline: No deadline. The position is open until filled.
- Opportunity to work in a dynamic and growing company.

**How to Apply:** Please email your resume and cover letter to [denali@ddaalaska.com](mailto:denali@ddaalaska.com).