



United Way of Anchorage

Chief Financial Officer United Way of Anchorage

Would you like to be part of a team making a difference in our community? United Way of Anchorage has an exciting opportunity for a Chief Financial Officer and Vice President, Finance and Administration. This is a key position which will play a significant role in the continued growth and success of our organization. As the CFO, this position will serve as part of the senior management team and oversee all the financial activities, information technology, human resources, and general administrative needs of the organization.

What is required besides being highly motivated, creative and able to work in a collaborative environment? A demonstrated track record of leadership, management and vision for the future to ensure proper operational controls, administrative and reporting procedures, and efficient and effective people systems are in place.

The successful candidate must have an undergraduate degree with a concentration in accounting. A CPA, or CPA candidate, or advanced degree is desirable. You must also have a least 10 years progressively responsible experience; maintaining accounting and budget systems for a large organization, preferably not-for-profit. Coupled with this education and experience, the candidate should also have a background in strategic information technology planning, and managing human resource activities and employee benefit administration.

We have an excellent total rewards package, inclusive of a competitive benefits package, including a 403(b) plan offering with a company contribution after one year of service. View the full job description [here](#).

If you are that someone and meet our qualifications, please submit a cover letter and resume to: nmakarova@ak.org

No phone inquiries please.

Application Deadline: Position will remain open until filled.

United Way of Anchorage is an Equal Opportunity Employer committed to principles of the broadest form of diversity.



United Way of Anchorage

Title: Chief Financial Officer/Vice President, Finance and Administration

Department: Finance

FLSA: Exempt

Supervisor: President

Organization Overview: United Way of Anchorage mobilizes the community to make lasting, measurable changes in community conditions that improve lives. We have adopted a unique approach to tackling our community's most vexing problems by mobilizing service providers, businesses, government, and individuals to transform our community. Our workplace is fast-paced, collaborative, and adaptive.

Summary Position Statement: This position serves as part of senior management team and directs and oversees all the financial activities, information technology, human resources, and general administrative needs of the organization. This position also oversees the backroom service delivery for client local United Ways.

Essential Functions/Roles & Responsibilities of the Position:

Financial

- Strategic financial planning, financial management, budgeting, and reporting;
- General accounting, including data input, payroll, accounts payable;
- Campaign accounting;
- Grant management and reporting;
- Audits;
- Government reporting and tax returns;
- Supervise Finance section staff;
- Meet regularly with senior management team to keep informed and correlate activities;
- Ongoing analysis of financial status and opportunities;
- Supervise investment of funds.

Information Technology

- Strategic information technology (IT) planning;
- Maintain IT infrastructure (network, major applications, network and data security);
- Provide training for in-house and outside clients;
- Manage the pledge processing service;
- Supervise IT section staff.

Backroom Services – Client United Ways

- General accounting, including data input, payroll, accounts payable;
- Campaign accounting;
- Grant management and reporting;
- Audit support as required as the keeper of client financial records;
- Manage the pledge processing service;
- Provide client training as required.

Other Responsibilities

- Property management of UWA owned properties;
- Maintain safe and effective work environment for UWA staff;
- Manage human resources and employee benefits.
- Other Duties and Responsibilities as assigned

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

License:

Valid Alaska Driver's License

Vehicle

Access to reliable insured automobile to be used for work related travel in the Anchorage area.

Place of Work:

701 West 8th Avenue, Suite 230, Anchorage, Alaska 99501

Hours of Work:

8:30 am – 5:00 pm -- Monday - Friday

Salary & Benefits:

Salary DOE -- Benefits include holiday pay, medical, dental, and vision insurance, and a retirement plan.

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