

SITKA CONSERVATION SOCIETY

Business/Finance/People and Systems Manager

The [Sitka Conservation Society](#) works to conserve the natural environment of the Tongass National Forest while supporting the development of socially, economically, and environmentally sustainable communities in Southeast Alaska

Job Title: Business/Finance/People and Systems Manager

Pay Range: Category III

Compensation: DOE and the position could be a part-time or full time position based on experience and professional goals/interest

Benefits: Vacation, Sick leave, holidays, pro-rated based on full or part time employment

Reports to: Executive Director

About the Organization: The Sitka Conservation Society (SCS) works to protect the natural environment of the Tongass and support the development of socially, economically, and environmentally sustainable communities in Southeast Alaska. SCS works on a wide range of issues including community projects and initiatives, policy and advocacy work, and media and communication programs. SCS works in Sitka, Alaska and across all of Southeast Alaska with the Sustainable Southeast Partnership. SCS works to catalyze systems change to achieve increased community prosperity in ways that also protect and conserve the natural environment. Through partnerships with a wide range of State and Federal partners, tribal entities, non-profits, and businesses, we work to create a strong social and economic future for our communities and Alaska and conserve what we love about Alaska's natural environment, face the issues of climate change, and preserve our ecosystems, wildlife and fisheries. The Sitka Conservation Society's unique approach to rural economic development and conservation has resulted in organizational growth and opportunities and we are looking for a new team member to help support our work in policy, communications, and projects with administrative, management, and personnel support.

Job Summary:

The Business/Finance/People and Systems manager will be responsible for the administration needs of the organization that provide the core backbone for organization operations. This includes book-keeping and finance, personnel paperwork organizational records, tracking and reporting requirements, database management, office management, and overall systems support. The position will work with and provide support to staff on financial tracking and management, grants and program management, and other initiatives and programs as per interest and experience that could include business investment, organizational and staff capacity development, anti-racism strategies and decolonization strategies, or partnership development.

Specific Duties and Responsibilities:

- 1. Book-keeping and Financial (40%):** responsible for managing income and expenses and bookkeeping using Quickbooks. Works with director and staff and reporting requirements and financial tracking.
- 2. Personnel (20%):** Responsible for human resources paperwork and records and all organizational responsibilities.
- 3. Systems Management (20%):** Responsible for office and organizational systems including database management of members, agreements and contracts, equipment and supplies, etc.
- 4. Other Duties (20%):** based on interest, experience, and needs which can be developed.

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The Ideal Candidate for this Position would have the following characteristics:

- Dependable and Reliable
- Attention to Details
- Strong sense of community and a connection to the natural environment
- Background in book-keeping and knowledge of Quickbooks Software and general book-keeping skills
- Team player and ability to work with the public
- Organized
- Entrepreneurial and problem solving abilities
- Ability to learn and grow through training opportunities and on-the-job learning
- Passionate about social justice and conservation

Applying for Position:

- Position is Open until Filled
- To Apply, please send a resume with a work history, pertinent experience/education/skills, and 3 references along with a letter of interest to:
 - Andrew Thoms, andrew@sitkawild.org
- For questions about the position, please reach out to SCS executive director Andrew Thoms at 907-747-7509

To learn more about SCS, visit our website www.sitkawild.org