



ALASKA NATIVE HEALTH BOARD

OFFICE MANAGER POSITION DESCRIPTION Full-Time, Non-Exempt

Starting Pay Range: \$25.00-\$28.00 DOE

Job Summary:

The Alaska Native Health Board (ANHB) is seeking a motivated individual to work with ANHB management. The Office Manager will support ANHB's office functions, financial compliance and prepare for statewide meetings. This position is key to supporting all office functions and is the primary point of customer contact; providing ongoing customer service through problem solving, providing solutions, and completing jobs in a timely manner. The Office Manager provides additional duties as assigned, including providing support to management and employees, assisting in daily office needs, and managing our company's general administrative activities.

Essential Functions:

1. Support efforts on bookkeeping and finance:

- Maintain and support updates for QuickBooks.
- Responsible to support timesheet processing, correct or address any payroll changes on weekly basis.
- Code accounts payable and process timely payments.
- Verify invoices using appropriate information and coding by division and cost code.
- Support vendor relationships.
- Process payments, credit card, and online banking.
- Customer invoicing as needed.
- Monthly credit card reconciliation and analysis of accounts and variances.
- Complete physical bank deposits as required, ensure cash till is adequately stocked.
- Track employee purchases and company credit cards.
- File and sort documents (paper and electronically, creating consolidated reports when necessary)
- Various accounting, journal entries, and inventory adjustments.
- Set up and disposal of assets, maintain depreciation schedule.
- Work closely with the accounting contractor to ensure documentation and bi-weekly deliverables are met.

2. Office Administration and Organizational Support

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly
- Manage front desk: greet visitors, answer phone calls, and manage admin e-mail correspondence and faxes.
- Manage office supply inventory and place orders as necessary.
- Receive and sort incoming mail and manage outgoing mail.
- Process personnel forms, employee benefits, and new employee orientation.
- Assist in employee recruitment, including advertisement and processing of job applications.
- Responsible for filing all documents, invoices, ownerships, employee information, daily.
- Ensure customer contracts and files for A/R, A/P, Banking, Machinery, taxes, etc. are maintained in good order.
- Document and comply with all company policies/procedures and safety requirements.

3. Supports on-going work efforts and communication with ANHB Management.

- Supports the planning and implementation of ANHB's advocacy efforts.

- Assist with the coordination of company special events and special projects as assigned – cultural night, fundraising, statewide meetings, etc.
- Prepare internal presentations, slideshows, reports, and documents as required.
- Provide other administrative support as necessary, including scheduling meetings, maintaining calendars, gathering information and research, and assisting co-workers as required.
- Assists with special projects as assigned by the President/CEO.
- Superior communication and interpersonal skills with staff and customers.

4. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.

- Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently.
- Works in a collaborative, cooperative and professional manner with all ANHB staff and Member representatives.
- Ability to work in a cross-culture environment and understand the social and cultural context of Alaska Native communities.
- Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
- Abides by the ANHB policies, procedures and structure.
- Interacts with outside agencies in a business manner.
- Maintains confidential information.
- Performs and demands excellence in quality of work.
- Service and teamwork focused, driven to improve efficiencies.
- Innovative and focused on learning and self-improvement.
- Flexible and able to multitask and complete tasks with minimal or no supervision.

Education & Work Experience:

- Knowledge of QuickBooks and have accounting training.
- Relevant work experience working for a Tribe or Tribal organization is highly desirable.
- Demonstrated ability to communicate with broad range of stakeholders.
- Strong organizational and communication skills.
- Ability to work effectively with staff, interns and volunteers in a member-orientated collaborative environment.
- Finance or math education will be considered as an asset.
- Minimum 3 years office admin experience.
- Minimum 2 years bookkeeping experience.
- Minimum 2 years of supervisory role.
- Keyboard and data entry skills.
- Highly alert and structured thought process, and demonstrates problem solving skills.
- High organizational skills, time management and analytical skills.
- Proficient with computers and technology savvy.

To Apply

Our streamlined application requirements are as follows and constitute a complete* application:

- *Letter of Interest*
- *Current Resume*
- *Contact Information for 3 professional references*
- Additional information may be requested during the interview process

**Incomplete application packets will not be considered.*

Please email your complete application packet to jobs@anhb.org with the subject "Office Manager".

Applications accepted and reviewed on a rolling basis until position is filled.