



## Job Description

**Title:** Finance Specialist  
**Department:** Administration

**Status:** Full Time/Non-exempt  
**Date:** January 2024

**Reports to:** Director of Finance and Administration; President & CEO

**Explore Fairbanks Mission:** “To be an economic driver in the Fairbanks region by marketing to potential visitors and optimizing the visitor experience.”

**Position Summary:** The Finance Specialist assists the Director of Finance and Administration and the President and CEO in the day-to-day executive, financial and administrative operations of Explore Fairbanks.

### **Duties/Responsibilities:**

1. Greet Clients in the Marketing and Administrative suite.
2. Route incoming and inter-office mail and phone calls to the appropriate parties.
3. Inventory and purchase supplies and equipment for the Explore Fairbanks staff and the Board of Directors, and research cost-effective purchasing of supplies and equipment.
4. Oversee Explore Fairbanks equipment maintenance and the monthly status of accounts for postage and copying/printing machines.
5. Oversee Explore Fairbanks staff communications, maintaining the shared Explore Fairbanks Outlook, MTCVC calendar, GoToMeeting software, staff lists, including the MTCVC Explore Fairbanks portion, and informing staff of upcoming events.
6. Coordinate monthly birthday and anniversary celebrations.
7. Assist the Director of Finance and Administration with Explore Fairbanks' financial functions, providing a system of checks and balances.
8. Bi-weekly gather and review time sheets for proper documentation (OT and leave forms) and managerial approval; check for accuracy and enter payroll hours into the database.
9. Prepare deposit slips for revenue per Board of Directors-approved procedures.
10. Process Accounts Payable promptly, prepare for approval by the Director of Finance and Administration and/or the President and CEO; record in Denali Fund Accounting software, pay bills, and file hard copies.
11. Assist in preparing the grant reports by tracking expenditures, verifying grant eligibility, balancing the audit trail, and spreadsheet for reports.
12. Assist the Director of Finance and Administration with the preparation and follow-up of Finance and Planning Committee meetings, taking and transcribing notes.
13. Assist the Director of Finance and Administration with audit preparation.
14. Working with the Community Engagement department to process Accounts Receivable, entering invoices into Denali Fund, tracking Accounts Receivable outstanding amounts, and reporting the information to the Director of Finance and Administration, Director of Visitors and Community Engagement, and/or President and CEO.
15. Assist the President and CEO with Executive Assistant duties as needed.

### **General Duties and Standards**

16. Ensure confidentiality of sensitive matters and materials such as files, records, or conversations pertaining to personnel, board, accounting, partnership development or other sensitive issues.
17. Ensures that the Explore Fairbanks branding guidelines are incorporated into marketing messages and promotional materials.
18. Contributes to the overall performance measurement goals of the Administrative Department.
19. Assist with data entry, filing, typing and proofreading as necessary.
20. Maintain written procedures for position.
21. Perform other duties or organization projects as assigned.

**Education/Experience/Skills Requirements:**

- College degree or work experience with an accounting background.
- Must pay attention to detail, be organized, dependable and have the ability to work independently.
- Must type/keyboard 60 wpm and possess excellent grammar and proofreading skills.
- Extensive knowledge of PC's, including Excel and database software.
- Must have good interpersonal communication skills and be a team player.
- Good customer service skills and a general knowledge of the visitor industry.

**Working Requirements:**

- Must be available to work 40 hours/week with occasional overtime.
- Must possess a valid Alaska Driver's license.
- Must possess and show proof of car insurance.
- Must have reliable transportation.
- Must be able to lift and transport items weighing up to 50 pounds.
- Professional dress required.

***Fairbanks is an Equal Opportunity Employer.***

*Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee(s) assigned to this job.*