



NOW HIRING!

OFFICE & FINANCE MANAGER

STATUS

Full Time | 40 hours per week
Hourly

COMPENSATION

- \$20 - \$25+ an hour DOE
- Medical Insurance Coverage
- Generous paid leave and vacation accrual
- Opportunities for advancement and paid training
- Bonuses established at start of employment

OVERVIEW

The Airmen is looking for a long-term, detail-oriented, organized, data-driven and hardworking team-player with accounting and managerial experience to join the Airmen team!

The Office & Finance Manager (OFM) works with all staff to network with, retain, engage, and recruit new members. The OFM manages the membership, raffle, and tradeshow databases. The OFM will have experience in handling a wide range of administrative, data organizing, and accounting related tasks. The OFM works with all staff to support and promote the organization's mission and vision!

The OFM will also fulfill the financial duties of a Bookkeeper and reports directly to the Executive Director. The OFM handles internal accounting, payroll, payroll tax reporting, financial reporting and administrative office procedures.

DUTIES & RESPONSIBILITIES

- Paying, filing, and organizing bills and receipts
- Invoicing and processing customer payments (Transponder, Tradeshow, etc.)
- Entering all transactions (online, credit-cards, cash) into Quickbooks
- Reconciling monthly bank and credit card statements
- Preparing bi-monthly payroll

- Submitting payroll tax deposits via EFTPS system
- Preparing quarterly payroll tax returns
- Preparing annual W-2/W-3 and 1099/1098 reports
- Maintaining Airmen personnel files
- File Alaska State Gaming permit and report
- Manage web and Transponder Advertisements
- Manage Tradeshow booths rentals, sponsorships, and advertisements
- Entering info for vendors, members, and raffle ticket purchasers into database
- Assist with membership renewals and new membership packets

- Assist with answering phone calls and checking messages
- Maintain and utilize membership software and database
- Updating of information and notices on website and/or social media content
- Answer phone calls and member emails
- Assist staff with filling out raffle forms
- Assist with facility rentals
- Assist staff with member events and event planning
- Occasional overtime, evenings, and weekend hours are required with raffle and Tradeshow
- Assist with other duties as needed or directed by the Executive Director

QUALIFICATIONS

- 1-3+ years of strong accounting, bookkeeping and organizational experience
- 1-3+ years of managerial and supervisor experience
- Experience with Quickbooks
- Experience research and data organizational software: Microsoft Access (or Excel/similar software)
- Must be proficient with Excel, Microsoft Word, and Powerpoint
- Must be extremely organized individual
- Goal-oriented individual with great attention to detail; excellent time-management skills
- Quick learner that is self-disciplined and takes initiative
- High School Degree or equivalent required
- Bachelor's Degree in Accounting or Business Management similar preferred
 - ++ Aviation industry knowledge, experience, or connections a **PLUS**
 - ++ Knowledge of Alaska Gaming Permit system and process a **PLUS**
 - ++ Membership organization experience a **PLUS**

TO APPLY

Please send cover letter, with at least 3 references, and resume to corey.hester@alaskaairmen.org

Deadline to apply is Sunday, September 24 at 11:59 p.m.