

**Job Title: Bookkeeper/ Human Resources Administrator**

**Reports to: Executive Director**

**Key Relationships: STAR Board of Directors, STAR Staff, STAR Volunteers**

**Position Summary:**

Responsible for bookkeeping and accounting practices, acts as a liaison for the STAR Board of Directors and Foraker Shared Financial Services. Responsible for managing Human Resources needs.

**Qualifications:**

**Experience:**

- Bookkeeping or financial management experience.
- Human Resource Management experience.
- Experience with QuickBooks preferred.

**Knowledge, Skills & Abilities:**

- Understand the principles of generally accepted accounting practices and financial management.
- Up to date, current knowledge of Human Resource Management.
- Ability to type 45 wpm.
- Must be able to manage multiple tasks.
- Must be organized and detail oriented.
- Must be able to work with team-based decision making processes, and have the ability to identify and problem solve.
- Must possess the ability to work with culturally diverse clients and staff.
- Must possess excellent written and oral communication skills.

**Special note:**

- Must be able to work independently and be self-directed.
- Must have a valid Alaska driver's license and insured vehicle.
- Attend a 40-hour crisis line training within 6 months of hire.
- Provide Administrative Back Up function after regular hours on a rotating schedule with other Administrative staff, approximately once per week and on scheduled weekends (approximately every seventh weekend) and holidays. See Administrative Backup job description for additional information.

**Level of Responsibility:**

Maintains contacts of a confidential nature throughout the agency and outside the agency.

Required to use independent judgment in interpreting agency rules and policies.

**Job Responsibilities & Duties:**

- Act as liaison to the Foraker Group Shared Financial Services.
- Manage STAR financials, donations and spending.
- Prepare payroll on a biweekly basis.
- Prepare financial reports for STAR staff and STAR grantors.
- Manage all aspects of accounts payable.
- Manage Human Resource needs including hiring, payroll, safety, employee benefits, liability, workmen's compensation and other policies.
- Act as liaison for the STAR Board of Directors.
- Provide support and assistance to the STAR programs.
- Assist in carrying out the goals and objectives of STAR and assist in maintaining liaison relationships with the Anchorage support community.
- Attend agency meetings as scheduled and required.
- Maintain accurate records and submit reports in a timely manner.
- Represent STAR in a professional and courteous manner.
- Stay current on issues relating to sexual assault.
- Other related duties as assigned.

**This position is also required to fulfill responsibilities related to Administrative Backup on a rotating basis. Please see below for more information:**

**Job Title: Administrative Backup**

**Reports to: Executive Director**

**Key Relationships:**

STAR staff and Crisis Line Responders, callers on the Statewide Sexual Assault Crisis Line, Forensic Nursing Services of Providence, and Law Enforcement partners.

**Position Summary:**

In order to support critical service needs on a 24/7/365 basis, STAR is required to have three levels of staffing on call 24 hours a day during the workweek and four levels of staffing available on weekends. Eight full time Advocates, 10 on-call Advocates and a seven member Administrative team cover 24 hour rotating shifts every day of the year, as well as providing backup to STAR's crisis line.

**Level of Responsibility:**

Maintains contacts of a confidential nature throughout the agency and outside the agency.

Required to use independent judgment in interpreting agency rules and policies.

### **Job Responsibilities & Duties:**

- Provide Administrative Back Up function on a rotating schedule with other Administrative staff, once per week and on scheduled weekends (approximately every seventh weekend) and holidays.
- As the lead staff member in charge after hours, Administrative Backup must be prepared to respond to all questions or concerns from Crisis Line Responders, Advocates, law enforcement and forensic nursing.
- Responsible for covering any open crisis line shifts during their scheduled rotation.
- Required to be available for any questions or concerns 24 hours a day while on their scheduled rotation.
- Responsible for finding coverage for their scheduled rotation if they are unable to take it, and responsible to relay that information in a timely manner and allow plenty of time for coverage to be arranged.
- Responsible for any payment or arrangements necessary for clients' temporary shelter, food and transportation needs, until a Case Manager can respond during regular working hours. Must maintain all agency contract numbers, PIN codes, passwords in a confidential manner for use for emergent circumstances.
- Must clearly understand all reporting options available to survivors of sexual trauma and do everything in their power to advance those rights.
- Must check in with Crisis Line Responders regularly during their shifts to make sure they feel supported and to see if they have any questions; also thank them for volunteering to provide this service to the community.
- Represent STAR in a professional and courteous manner.
- Stay current on issues relating to sexual assault.

**Hours:** Full time, exempt, flexible schedule to meet the needs of the agency, some remote work available.

**Salary:** \$45,000 - \$46,000 plus full benefits