

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.

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

Salary: \$45,000 plus full benefits