

Alaska Mental Health Trust Land Office
Administrative Manager
Position Description

The Alaska Mental Health Trust Land Office within the Department of Natural Resources is recruiting for the position of Administrative Manager. This is a range 20, fully exempt, professional position with a starting salary between \$75,000 and \$85,000. Final salary will be negotiated at the time of hire and will be based upon the successful candidate's qualifications and experience. The position is in Anchorage, Alaska, and is offered with a complete State of Alaska benefit package.

General Function

The Administrative Manager (AM) position leads the administrative section of the TLO and is responsible for all administrative support functions of the section including budget, revenue management, reporting, human resources, and procurement in addition to day-to-day admin support. The position is responsible for developing and monitoring of the division's budget and regular expenditure and revenue reporting. The position may provide support to the Chief Business Officer during the annual third-party audit and may assist with internal auditing functions. This position serves as the division expert for all IRIS-related functions and may provide training and guidance to new and existing employees as needed. The AM directly supervises the administrative staff and contract accounting staff for the section.

Required Knowledge/Skills/Abilities

- Expert level skills in Microsoft Excel and Word
- Considerable knowledge of administrative and financial processes necessary to support business operations such as financial monitoring, reporting and analytics, budgeting, and personnel.
- Demonstrated skill in organizing workflows, managing multiple projects and the ability to move projects to completion.
- Able to read and interpret regulations and statutes
- Be able to perform financial analysis tasks and have strong numeric reasoning skills
- Be proactive and able to work independently
- Excellent written and verbal communication skills

Desirable Knowledge/Skills/Abilities

- Experience with the state budgeting process
- Familiarity with the Alaska Budget System (ABS)
- Familiarity with Revenue and Billing (R&B)
- Experience with professional services procurement under State of Alaska procurement regulations and statutes

- Level III Procurement certification
- Proficient with IRIS and ALDER

Examples of Duties

- Work with resource managers to develop TLO operating budget and revenue projections.
- Manage TLO budget scenarios in ABS.
- Produce regular budget to actuals reports for expenditures and revenues and proactively advise management on lapses. This includes advising on opportunities to spend on projects or to notify management of potential overspends. Manage TLO reporting requirements and resources and serve as division expert for ALDER, Mobius, ABS, and any available integrated resource reporting.
- Lead year-end processes and reporting.
- Assist CBO with third-party audit and manage the interim audit.
- Directly supervise Administrative Assistant, Executive Assistant, and Transaction Manager.
- Support division for all Human Resources requirements including management of certain required documentation, development and maintenance of position descriptions, strategic planning, recruitments, and onboarding.
- Develop and manage the TLO Intern Program.
- Serve as Procurement Officer for the TLO. This includes managing the certifications of staff and providing in-house training as needed. Must maintain Level III procurement certification.
- Produce regular 'Open Contracts' report for general use and close out contracts timely.
- Regularly review detailed expenditure and revenue reporting and complete journal entries as-needed.
- Manage training program, certifications, and continuing education needs for the office.

Minimum Qualifications

Bachelor's degree in related field such as business administration, finance, accounting, or general management and two years of progressively responsible professional-level administrative management or financial experience,

or

Four years of professional-level administrative or financial experience in one or more of the functional areas of the position such as budget, procurement, human resources, finance, or accounting.

How to Apply

To apply for this position, please email Sarah Morrison at Sarah.Morrison@alaska.gov and include a cover letter, resume, writing sample, and three professional references. Inquiries are confidential.

The State of Alaska is an equal employment opportunity employer and supports workplace diversity. Individuals requiring accommodation should call 1-800-587-0430 V/1-800-770-8973 TTY/TDD (Relay Alaska).