

Transaction Manager Vacancy
Range 17 – Exempt – 37.5 Hours/week
\$55,000 - \$75,000 Depending on Experience
Alaska Mental Health Trust Land Office

The Alaska Mental Health Trust Land Office (TLO) is seeking a motivated, dynamic thinker to fill a Transaction Manager position located in Anchorage. This position will perform professional-level financial and contract work in support of natural resource activities on Trust land. Incumbent must be a curious and critical thinker with the ability to multitask. This is a full-time exempt position with state benefits and an annual salary range between \$55,000 and \$75,000, depending on experience.

Key Responsibilities

Monitor and enforce individual financial and reporting requirements for services procured through Reimbursable Services Agreements (RSA). This includes tracking schedules, finances, authorizing payments, and lead the resolution of problems or conflicts.

Initiation and execution of contracts across all asset classes of the TLO. This includes land sales (negotiated, over-the-counter, and annual), leases, licenses, or other agreements. This function includes file setup, obtaining legal signatures, quality control and assurance, and contract execution in Revenue and Billing (R&B).

Contract management and servicing activities including adjudicating the transfer of legal interests through amendments and assignments as may be requested by the customer or as based on court orders such as divorce proceedings, bankruptcy filings, or probates.

Termination of sale and other contracts in default, preparing conveyance documents for completed contracts, relinquishments, and preparing for reoffer.

Monitor and produce various financial reports including those for the annual financial audit. Reporting may be ad-hoc or regularly occurring and may require additional analysis or recommendations based on findings.

Manage default report and engage in collection and monitoring activities when necessary. Alert managers when delinquent accounts are eligible for termination.

Provide customer support for TLO contracts as necessary.

Manage master bond list and ensure that all bonds are current and payable to the TLO. Release bonds when requested by management, ensure that the necessary approvals are received prior to release and that the related documents are included in the casefile.

Provide support as necessary for the interim and annual third-party audit. This includes reporting, research, and responding to requests.

Provide procurement support to the TLO Procurement Officer. This includes initiating and managing procurements under general supervision of the TLO Procurement Office. Maintain Level III certification.

Provide accounts payable support as necessary.

Complete journal entries and include all relevant backup with the request.

Primary support and technical expert for all agreement entries and updates in R&B. This includes problem-solving, researching account issues, and making recommendations as necessary to maintain accounts.

Provides backup administrative support in the event that both the Administrative Assistant and the Executive Assistant are absent. This is de minimis and not a defining characteristic of the position.

Our ideal candidate will have some or all of the following desired strengths:

Ability to provide clear and concise recommendations to management after identifying issues and developing solutions.

Ability to solve problems that might not have defined solutions.

Knowledge of administrative processes necessary to support the operations of a business, such as financial monitoring, accounts payable/receivable, or procurement.

Ability to apply basic accounting principles such as journal entries and internal controls.

Skill in organizing workloads, setting priorities, and work on multiple projects with overlapping timelines.

Skill in interpreting and applying a variety of rules and instructions including the statutes, regulations, policies, and procedures of the State of Alaska. Additionally, it is necessary to have the ability to determine how the legal and procedural requirements in these areas relate to operations and administrative policies of the TLO.

Ability to work effectively with senior management and adapt quickly to changing priorities.

Strong organizational skills and the ability to manage a workload relying on many players with multiple moving pieces.

Self-motivated with the ability to work independently or in a collaborative environment.

Possess excellent oral and written communication skills with the ability to distill information for decision-makers in a concise fashion.

Familiarity or experience with Revenue & Billing (R&B), or LAS (Land Administration System).

Ability to compare data from a variety of sources for accuracy and thoroughness, identifying discrepancies, and making corrections.

Skill in Microsoft Office software suite including Word, Excel, and Outlook. Must have the ability to develop useful Excel spreadsheets that utilize formulas and makes computations.

Minimum Qualifications

Three years of progressively responsible accounting, finance, procurement, or contract experience. Preference given when experience is across multiple areas.

A bachelor's degree in business, accounting, finance, or economics can be used to substitute for two years of relevant experience.

How to Apply

Candidates who wish to apply for the position must submit a cover letter, resume (limit to two pages), and the names and phone numbers of three professional references, at least one being from a current or former supervisor. Cover letter will be used as a writing sample. Inquiries will be kept confidential.

Employment documentation should be addressed to Blain Alfonso, Administrative Manager, Trust Land Office, 2600 Cordova Street, Suite 201, Anchorage, AK 99503. Documents can also be emailed Blain.Alfonso@alaska.gov

Recruitment will remain open until the position is filled.

This is a complete copy of the position description.

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).