



Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201

Juneau, Alaska 99801

Phone: (907) 790-1424

## Grants Finance and Projects Administrator

<http://www.goldbeltheritage.org>

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### POSITION SUMMARY

Oversees the grants financial management inclusive of payroll and payables in addition to supervision/coordination of educational project activities. Fulfills role as a project administrator who oversees and guides project implementation.

### Primary Responsibilities

This position provides grants financial management services inclusive of grant finance reporting, audit preparation, implementing grant finance procedures and supporting management of weekly / monthly reconciliations.

This position supports implementation of literacy, culturally responsive education and language programs and related grants.

### Grants Financial Management

Provides grants financial management and assists oversight of financial budgets  
Facilitates completion of quarterly, annual financial grant reports according to grant requirements

Manages payroll and payables processing

Manages contract agreements

Assures that finance guidelines are met and adhered to by all staff

Works with Executive Director to prepare for audit

Provides finance documents for indirect cost rate proposal

Supervises financial fundraising efforts such as Pick Click Give registration and funds received

Attends grants and fundraising organization trainings and implements new processes accordingly.

### Project Implementation and Management

Supports program planning and management including works with teams to meet project goals and objectives

Assists supervision of project teams and facilitates meetings to help guide staffs meeting of project goals

Assures project staff are providing reports for evaluator and works with management to develop executive summary grant reports.

Supervises scholarship program.

### Provides and supports oversight of programs implementation

Supports and Guides Project Staff for the successful delivery of Tlingit language and culturally responsive education programs to meet grant goals and objectives.

## **Knowledge and Skills**

- Experience in financial administration
- Experience in providing grants financial management and implementation of financial systems
- Knowledgeable of grants finance guidelines and audit preparation
- Experience managing federal education, cultural or language projects
- Ability to work in a team environment to fulfill grant goals and collaborate on project implementation
- Ability to be solution focused
- Strong written communication skills
- Attention to detail and strong organizational skills
- Ability to prioritize and meet deadlines
- Prefer experience supporting youth learning and have a knowledge of Southeast Alaska communities and demonstrated experience addressing community needs

**QUALIFICATIONS:** Prefer a degree in Business, Finance, Education or a related field; and/or requires an experienced background in grant management, finance management, education, or related field and knowledge of the Southeast Alaska cultures.

**SALARY:** DEPENDING ON EXPERIENCE. Available for immediate hire.

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### **APPLICATIONS BEING ACCEPTED THROUGH TO:**

Open Until Position is Filled

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# Goldbelt Heritage Foundation

## Position/ Contractor Application

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Phone: 907-790-1424  
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### APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your related project and finance experience and project administration experience; b) Describe your goals; and 3) Explain your interest in this position/contract.
2. Complete Application
3. Resume

### Applicant Information

Full Name: \_\_\_\_\_ *DOB:* \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Mailing Address Apartment/Unit #

\_\_\_\_\_   
City State ZIP Code

Phone: \_\_\_\_\_ *Email* \_\_\_\_\_

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  *If no, are you authorized to work in the U.S.?* YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain:

\_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Education**

**References**

*Please list three professional references:*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_