



Interior Region Emergency Medical Services Council, Inc.

2503 18th Ave Fairbanks, Alaska 99709
PHONE (907) 456-3978 • FAX (907) 456-3970

Fiscal & Business Operations Manager Position Open

Interior Region EMS Council is recruiting for the position of Fiscal & Business Ops Manager. This salaried/ exempt position works under the direction of the Executive Director. This position manages the fiscal affairs and annual budget for the Corporation, manages the day to day business operations and functions as the primary Information Technology (IT) person. Maintains the fiscal accounting system, including inventory maintenance, ensures compliance with applicable regulations and manages the corporate insurance portfolio; is responsible for design and maintenance of the corporate central accounting system, providing for examination, audit and control of state and project income funds; is responsible for ensuring State and Federal grant fiscal and administrative compliance. Performs research, analysis, planning and coordinates projects for the development and implementation of IREMSC programs. Resumes accepted through October 10th, 2017.

Compensation and Benefits

- Salary: Starts at \$59475 , DOE, DOQ; Benefits include: Vacation/Sick Leave; 11 paid holidays; Health, Dental and Life Insurance; 403(b) Retirement Plan contribution

Minimum Qualifications include:

Knowledge of: Organization and management theory and practice; budgetary and financial controls; logistics; group and human relations; and personnel management; applications of data processing and terminology as it applies to administrative tasks; principles of office management, including accounting, requisitioning, filing, information collection and summary methods; filing systems; and familiarity with state and municipal forms of government.

- Graduate of a college or university with a degree in business management with accounting emphasis. Two years of increasingly responsible professional accounting and supervisory experience in office and fiscal management. May substitute five years of accounting and managerial experience for degree.
- In depth knowledge of computer fund accounting methods and procedures and spread sheet, data management and word-processing software.
- Able to be bonded and/or pass a background check.
- Strong organizational skills.
- Strong oral and written communications skills.

Preferred Qualifications include:

- Three years' experience with state or federal grant applications.
- Two years general management experience with supervisory responsibility for personnel and material functions.
- One year experience in non-profit corporations.
- Experience with multi-cultural groups with diverse backgrounds.
- Fluency with computer management information systems and accounting programs.
- Knowledge of EMS systems.
- Experience with website publishing.

Submit your resume to IREMSC at aadmin@interioremscouncil.org, or fax to 907-456-3970. You may also mail it to:

Interior Region EMS Council
Attn: Executive Director
2503 18th Ave
Fairbanks AK 99709.