



JOB ANNOUNCEMENT

Date: October 2026

Positions: Finance & Systems Manager

Community: Anchorage

Posting Ends: Open until filled

POSITION TITLE:	Finance and Systems Manager
SUPERVISOR GROUP	Executive Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Clerical
WORKER STATUS	Exempt
SCHEDULE & BENEFITS GROUP	Regular Full-Time

POSITION SUMMARY

Reporting directly to the Executive Director, the Finance and Systems Manager works across AHA's departments to improve administrative systems, automate routine tasks, and streamline procedures, with a primary focus on accounting and financial operations. The position works closely with the current Finance Director to learn AHA's accounting practices, budgeting, financial reporting, banking, investments, and funding requirements. The position is intended to transition into the Finance Director role in approximately two years, with financial responsibilities increasing throughout the training and transition period.

ESSENTIAL FUNCTIONS

Responsible for supporting AHA's financial operations while developing the knowledge and experience needed to assume the Finance Director role. Works across departments to improve administrative systems, automate routine tasks, and streamline procedures. Works closely with the Finance Director to learn and progressively assume accounting, budgeting, financial reporting, banking, investment, and grant management responsibilities. Assists in developing and implementing accounting department goals, procedures, and internal controls, maintaining financial records in accordance with Generally Accepted Accounting Principles (GAAP), and meeting applicable HUD, State of Alaska, and other applicable accounting requirements.

Specific duties include:

FINANCE FUNCTIONS

- Develop a working knowledge of AHA's accounting systems, fund structure, financial policies, and funding requirements.
- Work with finance staff to build on existing practices and identify opportunities to simplify tasks and improve efficiency.
- Assist with daily accounting activities, monthly close, reconciliations, journal entries, and administrative cost allocations.
- Assist with budgets, cash flow planning, financial statements, Board reports, and grant reporting.
- Work with the Finance Director on banking, investments, and cash management, including monitoring accounts, investment maturities, and cash needs.
- Support audit preparation, internal controls, and maintenance of financial records, including fixed assets, insurance, contracts, and procurement documentation.
- Help document financial procedures and support staff training and cross-training.
- Progressively assume financial management responsibilities in preparation for the planned transition into the Finance Director role.

SYSTEMS AND PROCESS IMPROVEMENT

- Work across departments to improve workflows, forms, tracking tools, and reporting.
- Develop or coordinate automation that simplifies routine tasks while maintaining accuracy, appropriate review, and confidentiality.
- Help maintain and improve AHA's website in coordination with department staff.
- Work with staff and service providers on software and technology needs, including system access, security, backups, and staff training.
- Support improvements identified through AHA's strategic planning and technical assistance work.
- Perform other reasonable duties as assigned by the Executive Director.

KNOWLEDGE AND SKILLS

- Knowledge of accounting principles and financial reporting.
- Knowledge of banking, cash management, and investment principles.
- Knowledge of administrative practices and record keeping.
- Skill in using financial software, spreadsheets, automation, and artificial intelligence tools.
- Strong organizational skills; ability to manage multiple projects and adapt to shifting priorities.
- Strong problem-solving skills.
- Strong verbal and written communication skills.
- Ability to work with diverse groups of people.
- Commitment to customer service.
- Ability to handle confidential information with discretion.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting, finance, business administration, or a related field. A comparable combination of education and directly related experience may be considered.
- Minimum of five years of directly related accounting or finance experience, including budgeting and financial reporting.
- Experience with nonprofit fund accounting, audits, grant management, and contract monitoring is preferred.
- Demonstrated proficiency in Excel and financial software.
- Experience with systems improvements, process automation, or website administration is preferred.
- CPA certification is preferred but not required.

SUPERVISION EXERCISED

This position has no supervisory responsibilities initially. Upon transition to the Finance Director role, the position will assume direct supervision of finance department staff.

WORKING CONDITIONS

This position primarily works in an office environment with significant computer use and is largely sedentary. Occasional travel may be required for training, meetings, and assigned work.

OTHER REQUIREMENTS

- Participation in continuing education and training relevant to the position, provided by AHA or outside organizations.
- Confidential handling of financial, employee, and resident information in accordance with AHA's policies for records and system access.

Date: October 2026

Page 2

Positions: Finance & Systems Manager

Community: Anchorage

Posting Ends: Open until filled

- Compliance with AHA's drug and alcohol-free workplace policy, including drug and alcohol screening when required during employment.

GENERAL

This job description outlines the general nature and level of work performed in this position. It is not a complete list of all duties, responsibilities, or qualifications. Aleutian Housing Authority reserves the right to revise this job description as needed. This job description is not a contract of employment. AHA is an at-will employer. Either the employee or AHA may terminate the employment relationship at any time, with or without notice or cause, subject to applicable law.

Please email your application or résumé to kendall.osullivan@ahaak.org. AHA's employment application is available on our website at www.ahaak.org/Jobs.html.