



## **PWSSC Position Announcement: Administrative Manager**

### **Summary description**

The administrative manager oversees and coordinates the support operations of the Prince William Sound Science Center. This individual reports to the president & CEO, and works in close collaboration with the finance department, Oil Spill Recovery Institute (OSRI) research program manager, development and communications manager, facilities manager, and leadership team. The administrative manager is responsible for ensuring PWSSC's efficacy and compliance in various sectors, including grants and contracts management, subaward management, regulatory compliance, and efficient administrative operations.

This is a great opportunity for someone with prior knowledge of non-profit management; human resources; familiarity with 2 CFR 200 or willingness to get up to speed; who wants to work with a well-organized fiscal team to ensure continued excellence; and has experience administering grants and contracts, including contract review and issuance, subaward management, grant reporting, and grant compliance. This individual will find fulfillment working for an organization focused on improving understanding of ecosystems and the resilience of communities that depend on them. This position is expected to be half- to full-time (we may be flexible in considering the preference of the optimal candidate).

### **Background**

The Prince William Sound Science Center's (PWSSC) mission is to advance community resilience and the understanding and sustainable use of ecosystems. We live and work in Cordova, Alaska, a coastal fishing town on the southeastern side of Prince William Sound (PWS) and adjacent to the Copper River Delta. Cordova is home to 2500 people including the Native Village of Eyak and is only accessible by boat (Alaska Marine Highway System) or plane (jet service is currently provided by Alaska Airlines). Commercial salmon fisheries are the cornerstone of our local economy, and the mariculture industry is growing.

Cordova is a creative, dynamic small-town community where many residents engage in subsistence- and recreation-centered lifestyles. Our community is home to a non-profit downhill ski hill, saltwater swimming pool, recreational center, numerous USFS-maintained hiking trails,



and lakes for kayaking, ice skating, and fishing. Cordova is family-friendly with award-winning elementary and junior-senior high schools.

## **Position Responsibilities**

### General Administration

Review of insurance renewals; liase with brokers; communication between organization and brokers/underwriters; pursue claims.

Review and authorization of water quality compliance submittals.

Communication with relevant parties re: taxes, exemptions, and the like.

Ensure compliance with permits and other similar regulatory documents.

Work with facilities manager to optimize management of facilities needs and issues.

Take on a supervisory role with facilities and bookkeeping staff (typically 3-4 individuals).

### Grants and Contracts

Ensure compliance with 2 CFR 200

Monitor subawards and communicate with subawardees re: compliance, spending, documentation, amendments.

Track reporting due dates and ensure timely submission of narrative reports for federal, state, foundation, and corporate grants

Verify grant spending is occurring in a timely manner and communicate grant deadlines and timelines to Principal Investigators.

Review professional service agreements, pursue renewals as needed

Review grants budgets for reasonable, required, and allowable costs.

Review contracts for compliance requirements and concerns; raise issues with leadership as needed.

### Human Resources (HR)

Coordinate and extend hiring communications.

Review and confirm completion of necessary onboarding and offboarding tasks.

Lead PWSSC policy updates as needed.

Refer & respond to questions about benefits.

Explain medical benefits and cafeteria plan (PWSSC has a third-party FSA administrator).



Review of medical benefits proposals.  
Point of contact for benefits insurance broker.  
Point of contact for HR consultants.  
Review and authorization of leave requests.  
Oversee staff completion of trainings and forms.  
File worker's compensation claims.  
Ensure internal reporting is completed around incidents, accidents, workers compensation claims, and the like.  
Retirement plan paperwork coordination (document updates, compliance documents, etc.) and communications with relevant parties (employees, plan provider, third party administrator).  
Health Reimbursement Account reimbursement authorization and processing.

#### Fiscal administration

Review and authorization of purchase orders.  
Review and release of accounts payable funds and payroll upon completion by bookkeepers.  
Ensure signatory authority is up to date for various accounts.  
Ensure paperwork is completed for various banking and investment accounts.  
Serve as a reviewer and authorizer of expenditures.

Other miscellaneous tasks as appropriate.

#### **Administrative Manager Qualifications**

- Bachelor's degree or equivalent in business administration, or related field and five years of experience; or equivalent combination of education and experience in business administration sufficient to meet the position responsibilities.
- A minimum of three years' experience at a supervisory level is required.
- CPA, MBA, or other relevant higher degree and specialized training is a plus.
- Ability to work with Microsoft 365 products, such as MS Word and Excel is required
- Experience with contracting, federal grant compliance, and human resources is preferred.
- Experience in human resources and a familiarity with Alaska labor law is beneficial.
- Extremely organized and models advanced customer service skills and abilities.
- Demonstrated ability to communicate effectively with and work with diverse individuals and to present complex information to differing audiences (Board of Directors, staff, etc.)



- Candidates that are not U.S. citizens or permanent residents must satisfy U.S. employment requirements.

### **Hours, wages, and benefits**

This position is anticipated to be half- to full-time (we may be flexible in considering the preference of the optimal candidate). Full-time benefits include generous paid time off, holidays, medical and dental coverage, and the option to invest in a 403b retirement plan with a laddered vesting employer matching schedule up to 6%. Part-time benefits are pro-rated according to the proportion of FTE worked. A minimum number of 1,000 hours are required in a year to qualify for employer match in the retirement plan.

Salary is competitive with non-profit organizations and municipal entities in Alaska (~\$75,000-\$95,000 dependent on experience).

### **Starting date**

As soon as possible. The position is open until filled.

**TO APPLY:** Submit a cover letter explaining how our mission resonates with you and why you are well-suited for this position, a resume, and a list of three references via email to W. Scott Pegau ([wspgau@pwssc.org](mailto:wspgau@pwssc.org)), using the Subject: Administrative Manager. Must work on-site in Cordova, Alaska. Successful applicants will be asked to show proof that they can legally work in the United States. Employment at PWSSC is at will. Offers of employment to final candidate is contingent upon results of a thorough background check.

The Prince William Sound Science Center is an equal opportunity employer. All employment decisions are made without regard to race, color, religion, national origin, marital status, changes in marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, physical or mental disability, pregnancy, parenthood, sex, or age, or other legally protected status.