

Alaska Mental Health Trust Land Office
Business Analyst
Position Description

The Alaska Mental Health Trust Land Office within the Department of Natural Resources is recruiting for the position of Business Analyst. This is a range 20, fully exempt, professional position with a starting salary between \$70,000 and \$80,000 annually. Final salary will be negotiated at the time of hire and will be based upon the successful candidate's qualifications and experience. The position is in Anchorage, Alaska, and is offered with a complete State of Alaska benefit package.

General Function

The Business Analyst is part of a dynamic team that is charged with the management of all financial and administrative functions for the Trust Land Office (TLO). The applicant will serve as the division expert for all IRIS-related functions and will provide training and guidance to new and existing employees as needed. The position will be responsible for development and monitoring of the division's budget and regular expenditure and revenue reporting. The position will provide support to the Chief Administrative Officer (CAO) during the annual third-party audit and will assist with internal auditing functions. This position will serve as the primary procurement officer and will assist with human resource functions as needed. This position will serve as backup to the CAO as necessary.

Required Knowledge/Skills/Abilities

- Expert level skills in Microsoft Excel and Word
- Considerable knowledge of administrative processes necessary to support business operations such as financial monitoring, budgeting, and personnel.
- Demonstrated skill in organizing workflows and managing multiple projects
- Able to read and interpret regulations and statutes
- Be able to perform basic financial analysis tasks and have strong numeric reasoning skills
- Be proactive and able to work independently
- Excellent written and verbal communication skills

Desirable Knowledge/Skills/Abilities

- Experience with the state budgeting process
- Familiarity with the Alaska Budget System (ABS)
- Familiarity with Revenue and Billing (R&B)
- Experience with professional services procurement under State of Alaska procurement regulations and statutes
- Level III Procurement certification
- Proficient with IRIS and ALDER

Examples of Duties

- Produce regular budget to actuals report for expenditures
- Work with resource managers to develop TLO operating budget
- Work with resource managers to develop TLO revenue projections
- Assist CAO with year-end processes and reporting
- Assist CAO with third-party audit
- Provide training for receptionist and executive assistant as-needed
- Manage required human resource documentation and new employee onboarding
- Coordinate workload for the TLO intern program
- Serve as primary procurement staff for the TLO
- Produce regular open contracts report for general use
- Manage TLO budget scenarios in ABS
- Journal entries

Minimum Qualifications

Bachelor's degree in related field such as business administration, human resources, finance, accounting, or natural resources and two years of professional-level administrative experience,

or

Four years of professional-level administrative experience in one or more of the functional areas of the position such as budget, procurement, human resources

How to Apply

To apply for this position, please email Sarah Morrison at Sarah.Morrison@alaska.gov and include a cover letter, resume, writing sample, and three professional references.

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).