



About Us: Nokomis Strategies is a dynamic consulting firm dedicated to empowering Tribal communities through culturally grounded and data-driven solutions. As a Native American, woman-owned business with over 20 years of experience, we assist Tribes, Alaska Native Corporations, nonprofits and governments in navigating complex challenges and making impactful decisions.

Our team works across various industries, offering expertise in areas such as executive recruitment, Tribal health sovereignty, needs assessments, broadband expansion, membership forecasting, workforce development, and more. Whether we are developing strategic plans or conducting in-depth analyses, we collaborate with our clients to create sustainable, community-centered outcomes.

Join us in our mission-driven efforts to make meaningful contributions for the organizations and communities we serve.

Learn more at www.nokomisstrategies.co

Job Title: Business Manager

Location: Anchorage, AK (in person)

Job Type: Full-time

Job Summary: The Business Manager will primarily focus on supporting the team and the organization with bookkeeping, compliance, administrative and operational support. This position calls for a dynamic individual with strong communication skills, exceptional analytical abilities, flexibility, a willingness to learn, attention to detail, and a commitment to excellence. This position is located in Anchorage, Alaska and requires regular in-person attendance.

Key Responsibilities:

- Record and reconcile financial transactions, working on accounts payable and receivable.
- Generate financial reports, statements and projections.
- Assist with budget preparation and monitoring.
- Monitor and ensure compliance with company policies, procedures, and regulations.
- Maintain accurate and up-to-date records.
- Lead internal business initiatives to improve efficiency, allocate resources, pricing, etc.
- Stay informed about changes in relevant laws and regulations.
- Manage day-to-day office operations, correspondence, and filing.
- Maintain office supplies inventory and place orders as needed.
- Handle incoming and outgoing mail.
- Assist in the development and implementation of office policies and procedures.
- Maintain corporate records.



- Other duties as assigned.

Minimum Qualifications:

- Willingness to assist with a wide range of duties, from complex to routine
- Proven experience as a Business Manager, Analyst, Accountant, or similar role
- Strong organizational and time management skills
- Strong technology skills including Microsoft Office Suite, including SharePoint, Adobe, QuickBooks, Smartsheets and other office software
- Familiarity with hiring processes, employee onboarding, maintaining personnel records
- Excellent communication and interpersonal skills
- Attention to detail and problem-solving abilities
- Resourceful, diligent, able to manage multiple priorities and be proactive
- Ability to work independently and as part of a team
- Should deploy emotionally intelligent approaches in dealing with both clients and colleagues—understanding and managing emotions to foster effective interactions
- Ability to problem-solve—identifying and addressing organizational challenges
- Understanding diverse backgrounds and fostering an inclusive environment through cultural competence
- Bachelor's degree in Business, Accounting, Finance or a related field
- Minimum 7 -10 years of professional experience in similar capacity

Desired Qualifications:

- Graduate degree in Business Administration, Finance or similar field
- 3-5 years working with Tribes, Tribal Programs, Nonprofits and/or Alaska Native Corporations

What We Offer:

- Competitive salary
- Opportunities for professional development and growth
- A supportive and collaborative work environment
- The chance to make a meaningful impact in the community