

AIFACS

American Indian Family and Children's Services

POSITION TITLE: Business Manager
LOCATION: St. Paul, Minnesota
REPORTS TO: Executive Director
CLASSIFICATION: Part-time, 25-30 hours a week
DATE: November 9, 2023

MISSION: At the American Indian Family and Children Services, our mission is to develop and support foster homes in providing compassionate, stable, secure, and culturally competent care for American Indian children and youth.

SCOPE OF WORK: This is an administrative and financial support role. This is an independent position who will support our financial specialist and business manager. This position will organize, manage, and process internal and external information related to business finance, caseload management, and day-to-day operations of AIFACS.

JOB DUTIES

Human Resources Management

- Manage payroll in Quickbooks
- Manage employee time off requests
- Management employee benefits
- Manage employee 401K
- Manage unemployment

Business Accounts Management

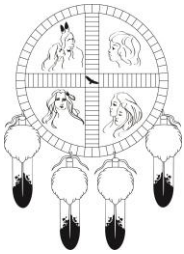
- Manage business accounts and payments
- Manage foster provider payments
- Troubleshoot issues with billing and payments
- Review income and expenses monthly, quarterly, and annually
- Collaborate with Tribal Nations and counties
- Manage accounts receivable
- Manage financial business accounts
- Assist the Executive Director with creating and managing the annual budget
- Oversee and assist Financial Specialist and Office Specialist
- Collaborate with AIFACS' business accountant

Board Support

- Collaborate with board treasurer and board chair as part of financial committee
- Prepare and distribute financial documents
- Assist Executive Director with annual budget presentation
- Ensure business practices with financial policies

Audits

- Manage financial audits for Placing Agencies Time Study
- Manage financial audit for the Department of Human Services licensing



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- Manage Ramsey County contract and audit
- Manage annual accounting audit

QUALIFICATIONS AND COMPETENCIES

Minimum Qualifications:

- Proficient with quickbooks, microsoft office and/or google drive
- Preferred degree in business, finance, or administration and at least 4 years proven experience
- Experience with human resources
- Experience with financial audits
- Must pass a Department of Human Services Criminal Background Check
- Strong computer skills
- Experience working in the American Indian Community
- Evidence of effective communication and interpersonal skills
- Attention to detail, problem solving skills, and strong organizational skills
- Treat all staff, clients, and community members with professionalism, dignity, and respect
- Willingness to cooperatively adapt to necessary changes
- Ability to multitask effectively

PHYSICAL DEMANDS

- Physically capable of performing work which is of minimum physical demand; consisting of sitting, reaching, bending, stooping, and lifting
- Requires mainly sitting and operating a computer, etc.
- Able to lift up to ten (10) pounds and carry a minimum of 10 feet

POSITION

- Part-time, 25-30 hours per week
- This is a hybrid position with 50% in the office, and occasional evenings and weekends for agency events
- Salary dependent upon qualifications
- Eligible for 401k and paid holidays

To apply, please email your resume and cover letter to Tracy Bergstedt at TBergstedt@aifacs.org. This position will be open until filled.

This job posting can also be found on our website at AIFACS.Org.

Pidamaya/Miigwech/Thank you!