



AIFACS

American Indian Family and Children's Services

POSITION TITLE: Office Specialist
LOCATION: St. Paul, Minnesota
REPORTS TO: Financial Specialist and Business Manager
CLASSIFICATION: Full-time, 40 hours per week (8:30 AM - 4:30 PM)
DATE: August 31st, 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

- Comply with AIFACS mission, by-laws, employee handbook and company policies
- Provide in-office full-time support
- Support the day-to-day operations of all AIFACS employees
- Answer and triage phone calls
- Assist foster parents with financial onboarding
- Manage and track referrals from counties and Tribes
- Send payment details to providers after their payments have been issued
- Comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Maintain provider caseload using our internal database, bill.com, and Quickbooks
- Provide support for various audits (financial, county and DHS)
- Manage external contact database, Quickbooks, and bill.com
- Process mail daily
- Copy and file of internal and external documents
- File management
- Contract and W-9 management
- Quickbooks and bill.com responsibilities
- Attend staff meetings and AIFACS events
- Attend required trainings
- Support Executive Director
- Manage special projects
- Content creation for social media, brochures, and various marketing items
- Duties as assigned

QUALIFICATIONS AND COMPETENCIES

Minimum Qualifications:

- Proficient with quickbooks, microsoft office and/or google drive
- Preferred degree in business, finance, or administration or a minimum of 2 years proven experience
- Must pass a Department of Human Services Criminal Background Check
- Strong computer skills
- Experience working with or for 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 concentrate and respond to frequent interruptions throughout the workday

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

- Full time, 40 hours per week
- Schedule is Monday-Friday (8:30 - 4:30) and occasional evenings and weekends related to agency events
- Salary dependent upon qualifications
- Benefit eligible (health, dental, 401k, life, short term and long term disability, accidental death and dismemberment)

To apply, please email your resume and cover letter to Tracy Bergstedt at TBergstedt@aifacs.org by Friday, September 22nd, 2023.

Pidamaya/Miigwech/Thank you!