

American Indian Family and Children's Services
Job Announcement
Financial and Office Specialist

American Indian Family and Children's Services
Job Location: 25 Empire Drive, St. Paul, MN 55103
Reports to: Executive Director
Closing Date: August 31, 2022

Mission: AIFACS is an organization that places American Indian foster children in culturally specific foster homes. Since 1985 we have recruited, licensed, trained, supervised and supported American Indian foster homes within the whole state of Minnesota.

Job Duties/Requirements (includes but not limited to):

- Comply with AIFACS mission, by-laws, employee handbook and company policies
- Manage client invoices
- Manage pay to foster families
- Manage county and tribal accounting
- AIFACS billing management
- Manage AIFACS banking
- Budget support to Executive Director
- Support financial audits
- Provide reports for the Board
- Work with QuickBooks
- Complete administrative tasks and support of Executive Director
- Develop and manage special projects
- Insurance support and processing
- Support the day-to-day operations of all AIFACS employees
- Phone support at AIFACS office
- Professional representation of the agency
- Attend all required trainings, mandatory staff meetings and AIFACS functions
- Serve as contact person for PATS study. Prepare monthly report and adjust as needed

Minimum Qualifications:

- Preferred degree in business, related field or a minimum of 2-years proven experience
- Must pass Department of Human Services criminal background check
- Strong computer skills, knowledge in Microsoft Office (Word, Excel, PowerPoint, Access) and other office productivity tools (email, database management, digital media, etc.)
- Must be proficient in QuickBooks
- Budget management experience
- Grant management experience
- Ability to maintain strict confidentiality of all client and agency information
- Treat all staff/clients and community members with professionalism, dignity, and respect
- Experience with various cultures and ethnic backgrounds
- Evidence of organizational and problem-solving skills with attention to detail
- Evidence of effective communication and interpersonal skills

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- Willingly and cooperatively adapt to necessary changes and assists others in understanding and complying with changes and revisions
- Has temperament and concentration necessary to effectively perform work of a highly varied, detailed, and sensitive nature
- Ability to concentrate and respond to frequent interruptions throughout the workday
- Valid Minnesota's driver's license reliable vehicle and full vehicle insurance coverage
- Native American preferred

Physical Demands:

- Physically capable of performing work which is of minimum physical demand, consisting mainly of sitting, using hands and arms, some bending, stooping, reaching, and lifting
- Requires mainly sitting and operating a computer
- Able to reach, bend, stoop to retrieve forms, manuals, supplies, etc.
- Able to lift to twenty (20) pounds and carry a minimum of 20-30 feet

Position

- Full-time 40 hours per week
- Schedule is M-F and occasional evenings and weekends related to agency events
- Salary depending on qualifications

For more information regarding the position please call 651-223-8526 x2. Fax resume and cover letter to 218-768-2894, mail to AIFACS, PO Box 40, McGregor, MN 55760 or email to lfavorite@aifacs.org by August 31, 2022.