

# American Indian Family Center

## Job Posting

Where American Indian Families Thrive!



## Bookkeeper

**Application Deadline: Open Until Filled**

**This is a part-time, 20-hour/week, permanent position.**

**Salary Range: \$25,000-33,000 Annually, DOQ.**

### **Position Title: Bookkeeper**

**Position Description:** The Bookkeeper performs general bookkeeping functions at the AIFC.

**Major Areas of Responsibility:** The Bookkeeper responsibilities are to work collaboratively with the finance manager, board members, and staff to create and process financial transactions, maintain accurate and up to date financial records, and follow internal and external processes to ensure administrative controls are followed.

### **Specific Job Tasks:**

- Creates financial transactions including posting information to accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices.
- Reconciles accounts to ensure their accuracy.
- Maintains complete sets of financial records, keeps track of accounts, and verifies the accuracy of procedures used for recording financial transactions.
- Works collaboratively with accountant, staff, board members and auditor to keep AIFC in compliance with regulatory statutes.
- Interprets and explains policies, rules, regulations, and laws to partner organizations, government or corporate officials/funders, and staff or board members as warranted.
- Support the Mission and Values of the American Indian Family Center.

### **Required Knowledge, Skills, and Abilities:**

- Desire to work in and support the American Indian community
- Extensive Knowledge of AIFC program policies and regulations
- Excellent written and verbal communication skills
- Superior organizational skills
- Strong computer software (MS Office) skills
- Ability to interact effectively as a member of a team and work collaboratively with other departments
- Ability to listen to customers and to understand and respond positively to their requests
- Attention to detail in designing, implementing, and maintaining systems

**Education and Experience:**

- Associate Degree in Accounting or a related field required; Bachelor's degree in Accounting or a related field desired.
- At least two years of bookkeeping experience required, preferably in a non-profit organization.

**Physical Demands and Work Environment:**

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) with shared or private offices and conference rooms.

Please submit resumes and letters of interest to [Careers@aifcmn.org](mailto:Careers@aifcmn.org).  
Selected applicants will be contacted to arrange an interview.

**AIFC, thank you for your interest!**