



# AMERICAN INDIAN FAMILY CENTER

Where American Indian Families Thrive!

## Accountant / Bookkeeper

**Application Deadline: Open Until Filled**

Full-Time, Monday through Friday 8:30am – 5:00pm; occasional evening/weekend  
Salary Range: \$50,000-\$70,000 Annually (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement fund employer contribution, paid holidays and generous PTO accrual.

**Position Title:** Accountant/Bookkeeper

**Position Description:** This position is responsible for accounting for grants and sub-grants agreements including invoicing, awarding, collecting, payment processing and related financial reporting. Other responsibilities include general ledger and sub accounts analysis, journal entries for monthly closing as well as variance analysis and other special projects as assigned. This position reports to the Executive Director.

### **Specific Job Tasks:**

- Grants and Sub-Grants/Contracts
- Analyze & reconcile GL Grants, Accounts Receivable, Grants Payable accounts and review and analyze P&L reports for all grants and sub grants monthly
- Maintain grant and sub-grant information
- Coordinate the follow-through on deadlines and financial reporting requirements over the life of each grant or contract
- Assist in applying for and creating contracts, sub-contracts, sub-awards, sub-grants and grant agreements
- Perform payroll, tax payments and inventory control
- Prepare financial compliance reports for funders
- Monitor and distribute expenditures in accordance with approved grant agreements
- Prepare budget modifications and extension requests
- Prepare journal entries and collect, analyze and summarize account information for monthly and year-end closings
- Reconcile all accounts, including bank and investment accounts
- Perform financial and statistical analysis as requested
- Maintain Fixed Asset and associated depreciation schedules and ensure proper recording of new purchases and disposals

**Required Knowledge, Skills and Abilities:**

- Bachelor's Degree in Accounting or equivalent with at least 3 years of accounting experience
- Solid understanding of GAAP and grant accounting processes
- Advanced experience using Excel and other products in Microsoft Office Suite
- Highly organized with exceptional attention to detail and accuracy
- Ability to work effectively under pressure, with excellent skills in initiating solutions
- Exceptional ability to work collaboratively and provide excellent customer service with internal staff and external partners
- Non-profit experience preferred
- American Indian descent preferred
- Passion for working in a culturally responsive organization essential

**Interested applicants can submit resumes and letters of interest to Kristin Kinney, AIFC Executive Director, at [Kristin\\_Kinney@aifc.net](mailto:Kristin_Kinney@aifc.net). Selected applicants will be contacted to arrange an interview.**

**AIFC thanks you for your interest!**