



AICHO

American Indian Community
Housing Organization

The American Indian Community Housing Organization (AICHO) has an opening for a full-time (40 hours/week) Bookkeeper/Accountant. AICHO's vision is to strengthen our communities by centering indigenous values in all aspects of our work. Currently, AICHO provides domestic violence shelter, homeless outreach assistance, permanent supportive housing, and arts and cultural programming. The position is critical to the financial health of the organization and reports to the Executive Director.

Bookkeeper/Accountant

DUTIES AND RESPONSIBILITIES

- Assist with the development and monitoring of budgets for grants, contracts, and/or general funds
- Compose and produce monthly reports, financial statements, and billings.
- Work with Program Supervisors and Executive Director to manage program budgets, ensuring that grants are spent down in a timely manner and billed appropriately.
- Manage vendor contracts, communicate with vendors.
- Manage cash disbursements including: invoices, coding, check requests, monthly bills, and pay bills in a timely manner.
- Reconcile monthly bank statements.
- Manage cash receipts, from grants and donations.
- Prepare and maintain payroll documents.
- Assist with and prepare for the annual audit (performed by outside CPA firm)
- Maintain all files related to finances of the agency – ensure accuracy of files and makes sure filing is done on a regular basis.
- Maintain Chart of Account and correctly code expenditures to the General Ledger.
- Ensure adequate cash flow to meet the Agency's needs.
- Other duties as assigned

QUALIFICATIONS

- Must have excellent bookkeeping/budgeting skills.
- Must have good time management skills, ability to work a flexible schedule and ability to set priorities for getting work done in a timely manner.
- Ability to communicate on a regular basis with the ED and Board Treasurer on financial matters.
- Must be highly organized with strong decision-making and analytical skills
- Must be self-directed, reliable, motivated, and professional
- Skilled in using accounting software (Quickbooks) and skilled in Micros-soft Office Suite.
- Must have some experience with budget preparation, and Federal/State compliance reporting.
- Minimum of a Bachelors Degree in Accounting or related field and experience working in the field for a minimum of 3 years.
- Must have an excellent work history and good references.

Send Cover Letter and Resume to Michelle LeBeau: Michelle.lebeau59@gmail.com

