



# AICHO

American Indian Community  
Housing Organization

The American Indian Community Housing Organization (AICHO) has an opening for a full-time (32-40 hours/week) Financial Manager. AICHO's vision is to strengthen our communities by centering indigenous values in all aspects of our work. Currently, AICHO provides domestic violence shelter, transitional housing, advocacy, homeless outreach assistance, and cultural programming. The position has excellent benefits, flexible hours, and reports to the Executive Director. The role of the Financial Manager is to work with the Agency to ensure the financial health of the organization.

## **Financial Manager**

### DUTIES AND RESPONSIBILITIES

- Oversees the development and monitoring of budgets for grants, contracts, and/or general funds
- Composes and produces monthly reports, financial statements, billings, documents and related materials
- Work with Program Supervisors and Executive Director managing program budgets and ensuring that grants are spent down in a timely manner and billed appropriately.
- Manages vendor contracts, communicates with vendors.
- Manages cash disbursements including: invoices, coding, check requests, monthly bills, and billings, ensures that there is adequate cash to pay all bills in a timely manner.
- Reconciles monthly bank statements
- Manages cash receipts
- Prepares and maintains payroll documents
- Assist with and prepares for the annual audit (performed by outside CPA firm)
- Maintain all files related to finances of the agency – ensures accuracy of files and makes sure filing is done on a regular basis.
- On a regular basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results impacting the Organization, clearly communicate with Supervisors, Executive Director, Board Treasurer and Funders.
- Stay focused on the “Bigger Picture” – being responsible to the ED and the Board for the financial health of the organization.
- 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

- Experience in grant management, budget preparation, and Federal/State compliance reporting required
- Good time management skills, ability to work a flexible schedule and ability to set priorities for getting work done in a timely manner.
- Excellent communication skills required.
- Must be highly organized with strong decision-making and analytical skills
- Must be self-directed, reliable, motivated, and professional

- Skilled in using accounting software, data programs and word processing.
- Minimum of a Bachelors Degree in finance, accounting, or related field (significant experience may be substituted on a year for year basis)

Please send a cover letter and resume to:

American Indian Community Housing Organization  
202 W 2<sup>nd</sup> Street • Duluth, MN 55802 • (f) 218.722.4707

Or via email: [Michelle.lebeau59@gmail.com](mailto:Michelle.lebeau59@gmail.com) (Subject: Financial Manager)