



AMERICAN INDIAN SERVICES

scholarships for Native Americans

Position Description

Position Title: Finance Assistant

Hourly Range: \$15.00-\$20.00/Hour (determined by credentials and experience)

Classification: Non-Exempt

Schedule: Part-Time; Monday-Friday; 20 hours/week

Role: Non-Supervisory

The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.

Summary of Work:

The American Indian Services (AIS) Finance Assistant works under direct supervision of the AIS Finance Director. The Finance Assistant will directly assist with a wide range of projects related to financial matters, is expected to maintain financial records, update and utilize the AIS donor database, and send out acknowledgements and tax receipts, as well as help in other areas when the need arises. The Finance Assistant will exercise a great deal of discretion as they will be handling financial and confidential information.

Duties & Responsibilities:

GENERAL FINANCES:

- Assists with incoming funds:
 - Record receipts and make bank deposits.
 - Process credit card donations.
 - Monitor and record donations from all online platforms.
- Assists with outgoing funds:
 - Collection of information to set up ACH.

DATABASE:

- Assists in managing organization database using Bloomerang software.
- Assists in importing donations from all platforms to Bloomerang.
- Assists in maintaining and updating contact information for all constituents
- Acknowledges all donations:
 - Weekly tax receipts and acknowledgments
 - End of year tax receipts and acknowledgments

BUSINESS STATUS:

- Assists in maintaining Professional Insurance – Officers & Directors, Business Liability.

- Assists in maintaining Workers' Compensation.
- Assists in maintaining Vehicle/Liability Insurance:
 - AIS Vehicles
 - AIS PREP Buses

FINANCIAL STATEMENTS & TAXES:

- Assists in assembling information required prior to audit (list from auditors).
- Assists in assembling information required for IRS Form 990.

REPORTS:

- Assists in providing Donor Reports, as needed.

Attends all AIS fundraising events.

All other duties as assigned by the AIS Finance Director or Executive Director.

Knowledge, Skills and Abilities:

- Knowledge and respect of Native American/Alaska Native cultures and peoples.
- Knowledge of and experience with office systems.
- Excellent interpersonal and professional skills i.e., ability to respectfully interact with people.
- Demonstrated ability to handle occasional stressful and problematic situations.
- Must be detail oriented but also be able to work in a fast-paced environment.
- Must have strong organizational skills.
- Must have excellent verbal and electronic communication skills.
- Must have strong attention to detail with an ability to work in a fast-paced environment.
- Proficient in and able to learn and utilize software technology such as MS Office, QuickBooks, cloud-based technology and understand system integration.

Required Qualifications:

- Associate degree preferred but not required.
- 2+ years' experience in non-profit accounting, bookkeeping role.

Note: All positions at the American Indian Services (AIS) support a safe, healthy, and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.

Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with

or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.

Employee Signature

Date

Printed Name