



American Indian Cancer Foundation.

TITLE: Finance Manager
FULL-TIME: 40 hours per week
FLSA STATUS: Exempt/Salaried

REPORTS TO: Operations Director
STARTING PAY: \$55-\$70k DOQ

The American Indian Cancer Foundation (AICAF) is committed to reducing cancer burdens for Indigenous people through improved access to prevention, early detection, treatment, and survivor support. The FINANCE MANAGER will provide finance and accounting management services to the organization across multiple programs, contracts, and grants. This individual must have interest and experience in nonprofit accounting or bookkeeping with government and non-government contract and grant management as well as the capacity to independently set and deliver outcomes in a fast-paced environment.

Responsibilities Include:

- Work directly with the CEO and management team to provide oversight of the organization's daily finance operations
- Maintain and update accounting principles, policies, and practices to ensure accurate financial statements
- Provide regular guidance to employee and managers on financial procedures and budget creation and monitoring in a collaborative, consultative, and positive manner
- Actively participate in grant closeouts and reporting as they relate to budgets and financials
- Manage accounts receivable/payable including contracts, invoices, and reconciliation of monthly bank and credit card statements
- Assist in bi-weekly payroll administration
- Create and present financial statements to management, staff, Finance Committee, and Board of Directors
- Communicate budget progress and potential issues via regular, timely updates
- Lead preparation of annual audit materials and activities
- Monitor budgets for programming and fundraising efforts
- Provide excellent customer service to vendors, customers, partners, donors, and funding institutions
- Contribute to AICAF strategic vision and plans
- Work effectively as an AICAF team member through participation across organization initiatives
- Complete other duties as assigned

Qualifications:

- Experience working with American Indian and Alaska Native communities strongly preferred
- Bachelor's degree in accounting, finance, business, or relevant field (CPA license, Master's preferred)
- A minimum of 5 years of experience in nonprofit accounting with government and non-government grants and contracts
- Knowledge of generally accepted accounting principles (GAAP), practices, and systems
- Proficient in QuickBooks Online, Google Drive, and Microsoft Office
- Knowledge of nonprofit auditing procedures
- Self-motivated with demonstrated ability in prioritizing and meeting deadlines
- Consistent ability to set and deliver outcomes in a fast-paced environment
- Demonstrated decision-making, and problem-solving skills
- Demonstrated statistical, analytical, and conceptual skills
- Excellent communication skills with demonstrated abilities in presenting financials
- Strong passion for the mission, vision, and values of the organization
- Ability to promote and model a healthy lifestyle that is free from commercial tobacco and illegal drugs

Physical demands and work environment:

- Frequently required to stand, walk, and sit
- Continually required to utilize hand and finger dexterity on a keyboard
- Occasionally required to climb, balance, bend, stoop, kneel or crawl

The AICAF mission is to eliminate cancer burdens on American Indian and Alaska Native people through prevention, early detection, treatment and survivor support. Find out more at www.AICAF.org EOE/AA

- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently required to operate office equipment including phone systems, printers, copiers

Compensation Package: Salary and generous fringe benefits package including paid time off, insurances (health, dental, disability, life), and 401(k) with employer match.

Disclaimer: The organization reserves the right to change this job description at any time.

To apply: Submit a cover letter and CV/resume to info@aicaf.org. Position open until filled. *Find out more at www.aicaf.org/employment* EOE/AA