



Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Payroll and Accounting Specialist
Department/Program:	Finance Department
Compensation:	\$20.00/hour
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Part-Time, 80% Full Time Equivalency, Non-exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Supervise interns and volunteers as assigned
Reports To:	Director of Finance
Job Location:	Portland, OR
Created/Revised:	July 2017/January 2018

Position Description:

This position is responsible for preparation and processing of timekeeping and payroll with accurate time and effort allocations for non-profit reporting. The payroll and accounting specialist is also responsible for training and supporting staff in the online timekeeping system. This position also supports the Finance Department in clerical duties, such as collecting and recording accounts receivable, supporting the Accounts Payable Accountant with reimbursements and credit card logs, and supporting the Accounting Manager and Director of Finance with other accounting administrative tasks as assigned.

Payroll Functions:

- Process bi-monthly payroll transactions, involving review of time and effort certifications and approvals in online timekeeping system
- Maintain the web-based payroll system (Paylocity) to ensure accuracy of payroll information
- Enter and maintain accurate labor allocation information on employees
- Enact garnishments upon receipt of verifiable information
- Prepare and enter payroll information in the General Ledger (including vacation accrual, benefits, retirement allocation (401k), and workers compensation)
- Ensure benefits are appropriately reflected and correct deductions are made in payroll from information from Human Resources
- Ensure workman’s compensation categories are appropriately assigned and reports are completed monthly with SAIF
- Prepare personnel related reports as required for grants, contracts and audits
- Support continued improvement of payroll systems, including leveraging payroll and timekeeping system for increased non-profit reporting and compliance needs
- Provide training and support for employees regarding timekeeping and payroll

NAYA Family Center | Position Description: **Payroll & Accounting Specialist**

Finance Administrative Functions:

- Prepare bank deposits and cash deposits and post in accounting system for review
- Assist with back up documentation for monthly and quarterly invoicing
- Assist with Accounts Payable processing, including employee credit card logs, client assistance, employee reimbursements and other agency payable in the course of business
- Support Accounting Manager and Director of Finance in collection of documentation, insurance certifications, correspondence, and other clerical duties
- Other duties as assigned by Accounting Manager and Director of Finance
- Assist with the General Ledger in association with Accounts Payable and Receivable transactions and cash receipts
- Participate in the preparation of supporting documentation for the annual audit, including A-133 Financial Statement and the Federal Indirect Rate renewal application
- Assist in the development, enhancement, implementation, and enforcement of policies and procedures of the organization by way of systems that will improve the overall operational effectiveness of the organization, promote quality and demonstrate accuracy and thoroughness
- Input data, and maintain required information in the Abila (SAGE) Accounting and Paylocity systems
- Other duties as assigned by Accounting Manager and Director of Finance

Additional Duties:

- Understand and adhere to confidentiality
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor's Degree in Accounting, Finance, or similar field required
- A combination of equivalent education and experience may be an acceptable substitute
- Strong working knowledge of the Abila (SAGE) Accounting system or similar required
- Strong working knowledge of Paylocity or other similar web-based payroll system required
- Strong background in training and payroll system implementation
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- A minimum of five (5) years of experience in Accounting and/or Payroll or a related profession (such as Bookkeeping, Auditing, Grant Accounting, or Financial Reporting) required
- Experience working within diverse populations {specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Demonstrated ability to perform under pressure and to meet deadlines
- Skills:
 - Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
 - Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments

NAYA Family Center | Position Description: **Payroll & Accounting Specialist**

- Ability to clearly and effectively articulate policies, procedures, and concepts to a wide range of employees at all levels within the agency
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Adherence to high ethical standards (both accounting and general professional practices)
- Ability to use analytical reasoning, sound technical processes, and a strong operational focus to exercise good judgment
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - o Web-based research
 - o Word Processing
 - o MS Excel
 - o Database use
 - o Email

Work Environment: 95% office, 5% outside office including travel time.

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used: Computer, phone copier.

Safety Considerations: Some travel may be required.

Other Requirements:

- Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
- Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open till filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

NAYA Family Center | Position Description: **Payroll & Accounting Specialist**

Attn: Human Resources Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org