



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 hourly
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, Full-Time, Non-exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; occasional hours outside of normal business hours may be required.
Reports To:	Director of Finance
Job Location:	Portland, OR
Created/Revised:	July 2017/July 2018

Position Description:

This is a key position within the NAYA Finance office. The successful candidate will be expected make contributions across multiple areas of the operation. Direct job responsibilities will include the preparation and processing of semi-monthly payroll plus routine support for the Accounts Payable and the Accounts Receivable activities. Additional duties will include support for monthly CLOSE activities, support for the annual audit, updating Federal Indirect Rate applications and other duties as assigned by the Director of Finance. Over time, this candidate is also expected to learn the nuances of the general grant accounting process and develop the ability to function as a back-up for grant accountants.

Key Job Skills:

- Must be able to work under limited supervision with the ability to solve problems and demonstrate self-initiative in the completion of all tasks.
- Expertise using web-based payroll applications (Paylocity/Paycom) and managing cloud-based applications.
- Working knowledge of non-profit fund accounting software and ability to interface with GL to complete monthly tasks.
- Demonstrated ability to meet key deadlines while balancing multiple competing priorities.
- Strong computer skills, with demonstrated experience using Email, Excel, database products, and web-based applications.
- Ability to accurately maintain employee records, including labor allocation information.
- Ability to maintain confidentiality while dealing with key employee records.
- The ability to provide adhoc training and support for employees regarding timekeeping and payroll.
- The ability to quickly learn and assimilate new tasks, while also working to simplify the overall finance and accounting operations within NAYA.
- Demonstrated strong written and verbal communication skills.

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

Education & Experience:

- Bachelor's Degree in Accounting/Finance (or similar field), plus a minimum of 3 years' work experience required.
- Will consider highly qualified candidates with A.A. and 5+ years' experience in lieu of Bachelor's Degree.
- Experience working with non-profit fund accounting software highly desired.
- Experience working with Payroll processing software (Paylocity, Paycom, ADP) highly desired
- Strong preference will be given for candidates with experience working with/within diverse populations.
- 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 highly desired.

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: August 20, 2018

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:

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