



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:	Accounting & Contracts Manager
Department/Program:	Finance
Compensation:	Salary range \$65,000 – \$75,000 or commensurate with experience
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 twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
Supervision:	0-3 direct reports
Reports To:	Director of Finance & Operations
Job Location:	Portland, OR
Created/Revised:	January 2019

Position Description:

Primary responsibilities include managing a portfolio of agency contracts by ensuring accuracy of accounting codings, ensuring costs are allowable, completing monthly invoicing in a timely fashion, and adjusting budgets as necessary. All accounting tasks to be performed in accordance with Generally Accepted Accounting Principles (GAAP) and agency policies and procedures.

Essential Functions:

Grants Management:

- Ensure accuracy of contract budget entered into Abila (Sage accounting software)
- Ensure expenses coded to specific contracts are correct and allowable
- Communicate with program (and other) staff managing contracts as needed to ensure accuracy and compliance
- Generate and distribute monthly invoices for all cost-reimbursement contracts within portfolio
- Work with program managers ("Finance Liaisons") to review budget and expenditures on a monthly basis
- Participate in budget modifications as necessary, including adjusting in Abila

Accounting

- Record all A.R. invoices in A.R. module, using correct control account
- Reconcile all accounts at month-end
- Ensure transactions are processed in compliance with both federal GAAP cost principles and agency fiscal policies and procedures

Budgeting

- Assist in the development and preparation of the annual agency budget as related to contracts
- Assist in the development of budgets for new proposals and review budgets for all corresponding new grant agreements
- Perform revisions and modifications as necessary and in accordance with funder regulations and agency policies

NAYA Family Center Job Description Accounting and Contracts Manager (cont'd)

Support

- Work collaboratively with agency staff as appropriate to reconcile data and ensure accuracy of financial records
- Maintain contract files including original documents
- Provide training and advice on budgeting, accounting, statistical analysis, and reporting
- Maintain a schedule of contract reporting deadlines to insure timely preparation and submission of information.

Systems

- Assess, implement and maintain effective financial/accounting policies, processes, and internal controls
- Review financial tracking and reporting systems and advise on potential systems improvements
- Identify and respond to opportunities to improve systems and processes
- Participate in a needs assessment and finance software selection process

Additional Duties:

- Other duties as assigned by Director of Finance
- Participate in the preparation of supporting documentation for the annual audit, including A- 133
- Assist in the development, implementation, and management of NAYA systems and policies and procedures, while improving the overall operational effectiveness of the organization

Additional NAYA Family Center 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 and Skills:

- Demonstrated experience developing and documenting policies and systems for a large, growing nonprofit organization with an operational budget in excess of \$10 million dollars
- Familiarity with nonprofit fund accounting software; experience with MIP/Abila/Sage a plus
- Working knowledge of OMB Circulars A-110, A-122 and A-133
- Excellent interpersonal skills to effectively interact with all levels of staff, government, and vendors;
- Demonstrated ability to read, analyze and interpret government regulations
- Ability to effectively present financial information and field questions from managers, staff and funders
- Strong computer skills including word processing, email and Microsoft Office applications with strong proficiency in Microsoft Excel
- Experience working with diverse populations highly desired. Specific experience working with either urban and/or rural Native American communities is a plus

Education/Experience:

- BA or BS in Accounting, Finance or similar field, plus 3+ years' experience
- Non-profit finance experience preferred
- Grants Management experience preferred

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

Physical Requirements:

- The employee may be required to sit for extended periods of time
- The employee must occasionally lift and/or move up to 30 pounds
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Equipment Used: Computer, phone, scanner/fax, and copier

Safety Considerations: Some travel may be required

Other Requirements:

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

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>

Application Deadline: 2/14/2019

Attention: Incomplete applications will not be considered. 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
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org