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

Title:	Accountant
Department/Program:	Finance
Compensation:	Commensurate with experience
Benefits:	Prorated per FTE; see Personnel Policies
Employment Status:	Regular, full-time, exempt
Hours:	9-6 p.m.; flexible upon approval; occasional evenings and weekends
Supervises:	None
Reports To:	Director of Finance
Job Location:	Portland, OR
Created/Revised:	February, 2019

Position Description:

Primary responsibilities include managing general ledger system for a non-profit agency by ensuring accuracy of accounting codlings, ensuring costs are allowable, completing monthly reporting 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:

Accounting

- Record all A.R. invoices in AR. module, using correct control account.
- Reconcile all accounts at month-end and complete agency financial CLOSE process.
- Ensure transactions are processed in compliance with both federal GAAP cost principles and agency fiscal policies and procedures
- Ensure accuracy of contract budget entered into Abila (Sage accounting software). • Ensure expenses coded to specific contracts are correct and allowable.

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.

Support

- Work collaboratively with agency staff as appropriate to reconcile data and ensure accuracy of financial records.
- 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 A133
- 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 Evels 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 2-4 years' experience • Non-profit finance experience preferred
- Grants Management experience preferred.

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

Physical Requirements: lifting a minimum of 30 pounds, sitting for extended periods of time.

Equipment Used: Computer, printer, phone, scanner/fax, copier.

Safety Considerations: Some travel may be required.

Other Requirements: Valid Driver's License; must be eligible to be an insured driver under NAYA Family Center's liability insurance policy and remain so during the course of employment. • Successful completion of a background investigation

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