



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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

<b>Position:</b>	<b>Grant and Contracts Accountant</b>
<b>Department/Program:</b>	Finance
<b>Compensation:</b>	\$47,000 to \$55,000 per year, commensurate with experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Accounting Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	March 2020

### Position Description:

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

### Essential Functions:

- Ensure accuracy of contract budget entered into Abila (Sage accounting software)
- Ensure expenses coded to specific contracts are correct and allowable.
- Generate and submit monthly invoices for all cost-reimbursement contracts within portfolio.
- Work with program managers (“Finance Liaisons”) to review budget and expenditures on a monthly basis.
- Record all A/R invoices in A/R module, using correct control account.
- Reconcile all A/R accounts at month-end.
- Assist in the development and preparation of the annual agency budget as related to contracts and grants.
- 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.

### Additional Duties:

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Input data, and maintain NAYA and/or contractually required information database systems

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- Includes entering data, assisting and/or preparing periodic reports
- Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, MS Excel, etc.
- 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
- Other duties as assigned by Accounting Manager

## **Qualifications:**

### Education & Training:

- Bachelor's Degree in Accounting, Finance, or similar field
  - An equivalent combination of education and experience may be an acceptable substitute
- Non-profit experience required
- Prior Grants Management/Coordination experience highly desired
- 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), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED) preferred

### Experience:

- Demonstrated experience managing financial aspects of Federal, State, County, City and other jurisdictions' contracts and grants
- Demonstrated ability to read, analyze and interpret government regulations
- Two to Four (2-4) years of experience in Financial and Accounting Services, performing similar duties to this Job Description
- 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

### Skills:

- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 95% office/classroom, 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.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

### **Other Requirements:**

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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:**

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:**

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](mailto:hr@nayapdx.org)