



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

Position:	Payroll and Accounting Specialist
Department/Program:	Finance
Compensation:	Commensurate with experience
Benefits:	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, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, full-time, non-exempt
Hours:	9am-6pm; flexible upon approval; occasional evenings or weekends
Supervision:	None
Reports To:	Director of Finance
Job Location:	Portland, OR
Revised:	March 2020

Position Description:

Primary responsibilities include preparation and processing of timekeeping and payroll with accurate time and effort allocations for non-profit reporting. The payroll and accounting specialist also is 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.

Essential Functions:

- Payroll Functions:
 - Process bi-monthly payroll, including review of time and effort certifications and approvals in online timekeeping system. Enter and maintain accurate labor allocation information on employees
 - Maintain the web-based payroll system (Paylocity) to ensure accuracy of payroll information
 - 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
 - Provide training and support for employees regarding timekeeping and payroll
- Finance Administrative Tasks:
 - Prepare bank deposits and cash deposits and post in accounting system for review

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

- 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
- Assist with the General Ledger in association with Accounts Payable and Receivable transactions and cash receipts
- Prepare supporting data for the annual audit, Financial Statements and Indirect Rate renewals
- Assist in the development of policies and procedures for the organization that will improve the operational effectiveness of the organization, promote quality and improve accuracy
- Input data and maintain required information in the Abila (MIP) Accounting and Paylocity systems

Additional Duties:

- Other duties as assigned by Accounting Manager and Director of Finance
- Understand and adhere to confidentiality
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with 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 / Experience:

- AA in Accounting, Finance, or similar field highly desired
- A minimum of five (5) years of experience in Payroll or a related profession required
- Prior experience in a non-profit is highly desired

Skills:

- Detail-oriented with the demonstrated ability to meet deadlines
- Working knowledge of Paylocity or other similar web-based payroll system required
- Strong computer skills including demonstrated proficiency in Microsoft Excel and other Microsoft Office applications
- Excellent interpersonal skills to effectively interact with all levels of staff, government and vendors
- Experience working with diverse populations, specifically urban and rural Native American communities, including knowledge of Native American history, and understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.

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, printer, 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)

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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: [Specified Date/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