



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

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| Position: | Accounting Manager |
| Department/Program: | Operations and Finance |
| Compensation: | \$74,000 annually or 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, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment. |
| Employment Status: | Full-Time, Exempt |
| Hours: | General working hours are 9am-6pm; flexible work schedule available upon approval; remote work available due to COVID-19. |
| Supervision: | Finance staff, including Accountants, Accounting Specialist(s) and Accounts Payable Coordinator |
| Reports To: | Director of Operations and Finance |
| Job Location: | Portland, OR |
| Created/Revised: | June 2021 |

Position Description:

This position is responsible for providing direction, support, and leadership for the Native American Youth and Family Center. The position reports to the Director of Operations and Finance, has direct oversight of the finance department, and works in conjunction as a member of the finance team in the coordination of fiscal management, asset management, and operations.

Essential Functions:

- Oversee monthly financial closing process
- Assist with preparation of monthly financial statements for NAYA, departments, programs and individual grants
- Maintain credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial information to the Directors, Staff, Executive Director and Board of Directors in order to make informed financial decisions
- Provide support and direction to Program Managers charged with oversight of their respective grants
- Assist in the development, enhancement, implementation, and enforcement of policies and procedures of the organization by way of systems that will improve the overall operational effectiveness of the organization, promote quality and demonstrate accuracy and thoroughness
- Participate in continual improvement of the budgeting and expenditure process through education of department managers on financial issues impacting their budgets
- Participate and provide relevant information for long-range planning, introduction of new programs/strategies

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- Participate in grant writing, grant reporting, and funding compliance requirements
- Provide strategic financial input on issues that affect the organization; i.e., evaluation of potential acquisitions, mission driven enterprise opportunities, oversight and analysis of employee benefits, pension funds, and potential investments
- Develop a cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position
- Assist in the oversight and planning of the agencies' enterprise programming including budgeting, cash flow, and project deliverables
- Assist in the evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the workflow
- Assist in the oversight and planning of the assets owned and managed by the agency including financing options, acquisitions, and relations with third party property management
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned

Additional Duties:

- Other duties as assigned by Director of Finance and Operations
- 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:

Education & Training:

- Bachelor's degree and/or equivalent
 - An equivalent combination of education and experience may be an acceptable substitute
- Familiarity and/or experience with Sage MIP Accounting system preferred
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele preferred
- 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 preferred

Experience:

- 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
- Two to Four (2-4) years of experience in the Non-Profit sector
- Five to Ten (5-10) years of experience in Financial Services, performing similar duties to this Job Description
- Demonstrated initiative, discipline, and ability to perform under pressure and to meet deadlines
- Demonstrated experience with annual budgeting process including calendar of steps, economic factors, staffing, and financial projections

Skills:

- Excellent organizational, planning, and prioritization skills
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds

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- Highly articulate individual who can relate to people at all levels of an organization
- An energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image
- A visionary with sound technical skills, analytical ability, good judgment and strong operational focus
- Excellent interpersonal skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 95% office/remotely 5% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- 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:

1. Valid Oregon or Washington State Driver License or must be able to obtain upon hire (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; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying Convictions 2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying%20Convictions%202015.pdf) for more information))

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

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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