



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:	Accountant
Department/Program:	Finance
Compensation:	\$60,000 - \$70,000 annually or commensurate with experience
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. 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:	Part-Time or Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; remote work available due to COVID-19.
Supervision:	No supervisory requirements
Reports To:	Accounting Manager
Job Location:	Portland, OR
Created/Revised:	March 2022

Position Description:

The accountant will provide essential accounting and finance functions for NAYA’s continuous organizational and program growth. All tasks are to be performed in accordance with Generally Accepted Accounting Principles (GAAP), the Office of Management and Budget (OMB) Uniform Grant Guidance as well as agency policies and procedures.

Essential Functions:

- Participate in monthly financial closing process
- Receive, process, and reconcile various general ledger accounts, including indirect costs, investments, fixed assets, accounts receivable, and bank reconciliations on a monthly basis
- Process inter-company general ledger transactions
- Maintain accurate records of all accounting and finance transactions with supporting documentation
- Continually assess, implement, and maintain effective financial policies, processes, and internal controls
- Generate and review internal accounting and financial reports
- Participate in annual audits
- Perform administrative and ad hoc requests/tasks as needed

Additional Duties:

- Understand and adhere to confidentiality
- Excellent communication and interpersonal skills including the ability to consult and resolve internal customer issues
- Exceptional attention to detail and accuracy in reviewing and entering financial data

NAYA Family Center | Position Description: Accountant

Additional Duties continues:

- Ability to work with all levels of the organization including people with different styles and backgrounds; ability to work independently and as a team member
- Includes entering data, assisting and/or preparing periodic reports
- Knowledge and familiarity with MS Office/Excel and Abila MIP Fund Accounting
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned

Qualifications:

Education & Training:

- Bachelor's Degree in Accounting, Finance, or similar field and/or an equivalent combination of education and experience may be an acceptable substitute
- Knowledge of generally accepted accounting principles, including revenue recognition, restricted and unrestricted funds
- Minimum two to four (2-4) years of experience in Financial and Accounting Services, performing similar duties to this job description
- Non-profit experience preferred
- Prior Grants Management/Coordination experience highly desired

Experience:

- Demonstrated experience managing financial aspects of Federal, State, County, City and other jurisdictions' contracts and grants preferred
- Demonstrated ability to read, analyze and interpret government regulations preferred
- 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
- Familiarity 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

Skills:

- Ability to remain flexible in a fast-paced and rapidly changing environment
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- 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. Most of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

Physical Requirements:

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 20 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.*

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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 one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington)
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 for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.

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