



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:	Grants and Contracts Accountant
Department/Program:	Finance
Compensation:	\$60,000 - \$70,000 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:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; remote work available due to COVID-19.
Supervision:	None
Reports To:	Accounting Manager
Job Location:	Portland, OR
Created/Revised:	February 2022

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

NAYA Family Center | Position Description: **Grants and Contracts Accountant**

Additional Duties continued:

- Includes entering data, assisting and/or preparing periodic reports
- Database examples include but are not limited to: Efforts to Outcome (ETO), Abila MIP Fund Accounting, eCivis, Paycom, etc.
- 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
- Ability to work independently but also 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 the Accounting Manager

Qualifications:

Education & Training:

- Bachelor's Degree in Business Administration, Accounting, Finance, or similar field 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
- Non-profit experience preferred
- Ability to remain flexible in a fast-paced and rapidly changing environment
- 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 preferred

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
- Minimum 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:

- 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/home/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:

- 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 20 pounds.

NAYA Family Center | Position Description: **Grants and Contracts Accountant**

Physical Requirements continued:

- 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 one 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) 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 regiment) 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