



# 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>Accounting Supervisor</b>
<b>Department/Program:</b>	Finance
<b>Compensation:</b>	Starts at \$70,000 Annually; or 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 fourteen 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>	Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; 50% remote work available during COVID-19 crisis.
<b>Supervision:</b>	Accounting staff: GL Accountant, Payroll Specialist and Accounts Payable Specialist
<b>Reports To:</b>	Chief of Finance
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	August 2022

### Position Description:

This position is responsible for providing direction and support for the Native American Youth and Family Center. This position reports to the Chief of Finance. The Accounting Supervisor is responsible for supervising the daily operations of the accounting department as it relates to cash flow; accounts payable, accounts receivable, payroll and general ledger according to agency policies. Staff the department to meet and support agency needs. The position will also ensure compliance with GAAP, as well as other requirements outlined in NAYA Contracts.

### Essential Functions:

- Manage monthly and year end closing process:
  - Oversee timely processing and recording of bi-weekly payroll
  - Oversee daily transactions, including but not limited to, accounts payable, accounts receivable, general ledger and bank reconciliations.
- Review and approve non-standard journal entries; review general ledger accounts, balance sheet and income statement schedules and reconciliations.
- Responsible for accuracy and timely reporting of all financial information, including month-end and year-end financial reports. After review of financial information and working with Grants Accounting Manager make recommendations to CFO if changes need to be made.
- Review and manage the system of internal controls over accounting functions to minimize risk.

# NAYA Family Center | Position Description: **Accounting Supervisor**

## **Essential Functions continued:**

- Responsible for compliance and implementation of changes in accounting policies and procedures after review by CFO.
- Assist with agency's year end audit (financial, funder, pension, etc.) and prepare audit-related schedules for review.
- Coordinate with the CFO on the internal audit and compliance review and procedures.
- Staff development and training of new hires as well as identifying new training opportunities for current staff.
- Act as liaison between program directors and staff, providing guidance in accounting matters.
- Review and finalize other governmental filings.
- Assist with annual budget evaluation and development process.
- 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 CFO
- 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
- One to Three (1-3) years of experience in the Non-Profit sector
- Two to Five (2-5) 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
- 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

# NAYA Family Center | Position Description: **Accounting Supervisor**

## Skills continued:

- 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:** 50% office/remote: Mostly on site when NAYA returns to work.

## **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_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](mailto:hr@nayapdx.org)