



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:	Accounts Payable Coordinator
Department/Program:	Finance
Compensation:	Starts at \$25 hourly 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, 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:	General working hours are 8:30 am - 5:30 pm and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Accounting Supervisor
Job Location:	Portland, OR
Created/Revised:	November 2023

Position Description:

This position is responsible for processing various levels of accounting and finance duties, including accounts payable transactions, vendor and client-related expenses, employee reimbursements, corporate credit card program, and reconciling general ledger accounts related to accounts payable.

Essential Functions:

- Process payment requests via ACH and paper checks.
- Prepare annual 1099 forms and distribute to vendors per IRS requirements.
- Maintain and reconcile general ledger accounts, pre-paid expenses, and credit card transactions.
- Perform professional accounting-related functions and analysis utilizing spreadsheets, databases, including online banking systems and credit card programs.
- By establishment of effective working relationships, the incumbent will answer inquiries, and educate and problem-solve with various levels of management and employees to reach sound conclusions and recommendations.

Additional Duties:

- Assist in transition to paperless process, including electronic review of check runs and electronic signatures.
- Assist in development and enhancement, implementation, and enforcement of policies, processes, and procedures.
- Assist with annual audit inquiries.
- Understand and adhere to confidentiality.

NAYA Family Center | Position Description: **Accounts Payable Coordinator**

Additional Duties continued:

- Knowledge and familiarity with MS Office/Excel, Abila MIP Fund Accounting, and Sage Intacct.
- 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:

- Associate's or Bachelor's degree in Business Administration, Accounting, Finance, or other related fields. A combination of equivalent 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 prioritize multiple tasks and respond to various AP inquiries in a timely and professional manner.
- 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 work with different people and situations appropriately, including effective communication with people from diverse backgrounds.
- Strong communication skills including active listening, clear and kind verbal and written, and may include public presentation skills.
- Proficient computer skills including:
 - Web-based research
 - MS Word
 - MS Excel
 - Database use
 - Email

Work Environment: Hybrid, 60% in office, 40% work from home. NAYA employees are expected to work on site most days of the week. With supervisory approval, employees may be able to work from home 1 to 2 days per week after successful onboarding.

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.

NAYA Family Center | Position Description: **Accounts Payable Coordinator**

- 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.*

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 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

Note: Candidates selected for a job offer will be asked to complete a NAYA application.

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: jobs@nayapdx.org