

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
JOB POSTING CLOSING DATE: 10/14/22

Job Title: Fund Accounting Manager	Classification: Full-time Regular w/ benefits
Department: Finance	FLSA Status: Salaried
Reports To: Director of Finance	Location: Portland, Oregon
Starting Wage: \$70,000-\$75,000 DOE	

Job Summary:

The Fund Accounting Manager's responsibilities for all NPAIHB accounts receivable grants and contracts includes monitoring internal controls, accounting tasks and general ledger accuracy related to expenditures and reporting functions. The position collaborates closely with the Business Manager and in the maintenance and administration of the Board's financial systems.

Essential Functions:

1. Assist Finance Director in monitoring internal controls

- Certify funds allocation for all grant cost centers based on allowability criterion set forth in the A-122 and other OMB circulars as well as for fund availability.
- Participate in Finance Department systems development of fund and reporting requirements, tracking, etc.
- Represent NPAIHB to granting/funding agencies concerning grants and contracts relative to financial requirements and reporting.
- Provide information and technical assistance to project directors concerning financial/budget matters.
- Communicate with NPAIHB staff concerning allowability and documentation of costs.
- Provide program managers with monthly project budget reports.

2. Perform accounting for NPAIHB's grants, cooperative agreements, and contracts

- Submit agreements, amendments, budget updates, correspondence, and expenditure reports in a timely manner.
- Monitor appropriate G/L coding of grant and contract related transactions.
- Calculate and record monthly revenue accrual entry.
- Calculate Indirect Costs attributable to grants and contracts.
- Monitor GL accounts relating to Grant and Contract Receivables, and Grant/Contract Revenues and Expenses.
- On a monthly basis, update and maintain Grant history/SEFA database.
- Prepare periodic financial reports to funding agencies, as required (e.g. SF 269s)

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3. General Ledger Accounting Functions

- Collaborate with Finance Officer in the process of Monthly Closings.
- Collaborate with Finance Officer in the preparation of monthly and quarterly Statements of Revenue and Expenditures.
- Analyze quarterly activity for inclusion in Quarterly Board Meeting reports.
- Maintain and update Grants and Contracts Management Report.
- Maintain, customize and run other MIP reports as needed. (updates, controls, error resolution)
- Other accounting-related duties as directed.

4. Other duties:

- Prepare, negotiate, and monitor indirect cost proposal.
- Review coding of Accounts Payable and Payroll, assuring allowability of costs and correct allocation to cost centers. Review AJEs proposed by Business Manager and Accounts Payable Specialist to ensure coding consistency and prevent duplicate adjustments.
- Monitor indirect over/under recovery and make adjustments as necessary.
- Review proposed funding request budgets.
- Assist coordination of external audit.
- Assist the research of and negotiation any potential audit concerns.
- Prepare a Monthly Activity Report (MAR) and provide to the department Supervisor at the end of each month.

Standards of Conduct:

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized office environment.
- Expected to exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- With the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance to benefit NPAIHB.

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Qualifications:

- Bachelor's Degree in Accounting is desired; AA degree or comparable education or experience is required
- Knowledge of and experience working in a tribal community, tribal organization or other Indian organization. Qualified Native applicants are given preference.
- Three or more years' full charge accounting experience is required; three or more years of experience with advanced accounting software applications is required
- Three or more years of experience working with grants and contracts funding and budgets is required
- Proficiency with computer applications (specifically Word, Excel, Access) is required
- Working knowledge of the Single Audit Act, OMB A-87, and other OMB circulars applicable to non-profits is required
- Demonstrated accuracy and scrupulous attention to detail is required
- Must demonstrate the ability to complete tasks in a timely and accurate manner
- Must demonstrate excellent analytical skills
- Must demonstrate excellent interpersonal skills
- Excellent writing and grammar skills are required.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

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Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications are available online at www.npaihb.org

SEND RESUME AND APPLICATION TO: HR@npaihb.org