



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:	General Ledger Accountant
Department/Program:	Finance
Compensation:	Starts at \$63,000 annually
Benefits:	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval
Supervision:	No supervisory requirements
Reports To:	Controller
Job Location:	Portland, OR
Created/Revised:	March 2026

Position Description:

The GL Accountant supports the Finance team by performing general ledger accounting, reconciliations and month-end close tasks. This role focuses on accurate transaction processing, account analysis, and maintaining proper documentation in compliance with GAAP and grant requirements.

This is a role designed for someone building technical accounting skills in a nonprofit fund accounting environment.

Essential Functions:

General Ledger & Month End Close support:

- Prepare routine journal entries (accruals, allocations, reclasses)
- Perform monthly reconciliations of assigned accounts including cash and bank accounts, accounts receivable, prepaids and accrued expenses, intercompany accounts
- Assist with fixed asset tracking and depreciation schedules
- Support indirect cost allocation entries
- Maintain complete and organized supporting documentation

Grants & Compliance Support:

- Assist with tracking restricted vs. unrestricted funds
- Support preparation of grant financial reports
- Ensure transactions are coded accurately by fund, department, and program
- Follow OMB Uniform Grant Guidance and agency policies

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Reporting & Audit Support:

- Assist in preparing schedules for month-end reporting
- Support annual audit preparation
- Respond to documentation requests from auditors and internal stakeholders

Additional Duties:

- Actively support accounting process improvements
- Maintain confidentiality of financial information
- Perform administrative and ad hoc finance tasks as assigned
- 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
- 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

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

Experience:

- Minimum one to three (1-3) years of experience in Financial and Accounting Services, performing similar duties to this job description
- Demonstrated experience managing financial aspects of Federal, State, County, City and other jurisdictions' contracts and grants preferred
- Prior general ledger experience preferred
- Non-profit experience 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

Skills:

- Ability to remain flexible in a fast-paced and dynamic environment
- 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 required
- Ability to navigate 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:
 - Sage Intacct (preferred) or other cloud based accounting system (required)
 - Microsoft Office Products: (Excel (Expert), Office (Expert), Word (Advanced), SharePoint (Advanced), PowerPoint (Advanced))

Work Environment: NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

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Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to 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.
- 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 driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

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, if they haven't already

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 submit application materials via the links on our website or 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