



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 / Grants
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:

Grant accountant is responsible for grant specific tasks in support of the Finance team. This position ensures that all grant-funded activities are released and accounted for in compliance with all applicable laws, regulations, and funder restrictions and is responsible for meeting all internal/external reporting requirements. The position also supports general department tasks including the preparation of month-end journal entries, the review and verification of program related transactions, review of grant income and expense accounts, and should be fully knowledgeable of the accounting software being used and capable of performing month-end tasks.

Essential Functions:

- Responsible for all aspects of grants billing, indirect and revenue recognition for assigned portfolios
- including maintenance of AR entries and reconciliation of funder receivables
- Prepare and submit monthly invoices for grants funds according to funder requirements and deadline
- Review grant agreements and budgets to ensure transactions are accurately coded and allowable
- Review detailed records of grant expenditures and revenue, tracking variances and reconciling discrepancies as needed
- Collaborate with program managers to review budget and expenditures on a monthly basis
- Collaborate with grants and finance team members to gather necessary documentation for invoicing
- Assist the Finance Team with preparing journal entries, ongoing audit readiness, and various accounting tasks
- Assist and ensure accuracy of contract budget entered into accounting system, Sage Intacct
- Assist in the development and preparation of the annual agency budget as related to contracts and grants
- Review financial tracking and reporting systems and advise on potential systems improvements

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- Stay informed about changes in grant regulations and accounting standards, ensuring compliance in all grant-related activities

Additional Duties:

- Other duties as assigned by the Controller and CFO
- Understand and adhere to confidentiality
- Communicates effectively with internal and external parties
- Continuously looks for ways to streamline the monthly close process while ensuring quality and accuracy of the financial statements
- Ability to work independently

Additional NAYA Family Center Duties:

- Support wraparound services effectively with other NAYA Family Center programs and staff
- 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 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
- Prior Grants Management/Coordination experience highly desired
- Non-profit experience preferred
- 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
- 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 preferred
- 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))

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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.

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 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 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 of 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