



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 \$27.00
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, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	N/A
Reports To:	Controller
Job Location:	Portland, OR
Created/Revised:	May 2026

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 ledger accounts related to accounts payable.

Essential Functions:

- Timely and accurate processing of invoices, reimbursements, and payment requests
- Respond to vendor and internal inquiries promptly and professionally
- Trace and verify payments are completed, as requested
- 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
- Support compliance with internal controls, grant restrictions, and IRS reporting requirements

Additional Duties:

- Works closely with program managers, budget owners, payroll, GL, and employees.
- Maintain vendor files for accuracy and completeness
- Assist with annual audit inquiries
- Assist in development and enhancement, implementation, and enforcement of policies, processes, and procedures
- Assist in transition to paperless process, including electronic review of check runs and electronic signatures
- Understand and adhere to confidentiality
- Knowledge and familiarity with MS Office/Excel and Sage Intacct

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- 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 or bachelor's degree in business administration, accounting, finance, or another related field. A combination of equivalent education and experience may be an acceptable substitute
- Knowledge of generally accepted accounting principles, including expense categorization, restricted and unrestricted funds
- Understand the recording of Accounts Payable transactions on the General Ledger
- 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:

- Two to four (2-4) years of experience in Financial and Accounting Services, performing similar duties to this job description required
- Ability to prioritize multiple tasks and respond to various AP inquiries in a timely and professional manner required
- Experience with AP automation / paperless workflow tools preferred
- Demonstrated ability to read, analyze, and interpret government regulations preferred
- Non-profit experience 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 work with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Strong communication skills, active listening, clear and kind verbal and written, and may include public presentation skills
- Proficient computer skills including:
 - Web-based research and information retrieval
 - Online banking platforms
 - Word processing
 - Microsoft Excel
 - Database use and data entry
 - Email and electronic communication

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. This role requires onsite presence for certain AP activities.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to operate 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.

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- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine

Safety Considerations: Some minimal 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