

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING

Job Title:	Fund Accounting Admin Assistant	Classification:	Part-time (20-30 hours/week, Temporary
Department:	Finance	FLSA Status:	Non-Exempt
Reports To:	Fund Acct. Manager	Location:	Portland, Oregon
Wage:	\$16.00 per hour		

Job Summary:

The Fund Accounting Admin Assistant will assist the Fund Accounting Manager in monitoring, filing, and reporting on all NPAIHB accounts receivable grants and contracts, including internal controls, accounting tasks and general ledger accuracy related to expenditures and reporting functions, and other administrative duties as assigned.

Essential Functions:

1. Assist Fund Accounting Manager in monitoring internal controls

- Assist in providing program managers with monthly project budget reports.
- Use accounting software, such as Excel and SAGE MIPS, to record, store, organize, and analyze information.
- Compile financial, accounting or audit reports and tables pertaining to accounts receivable grants and contracts.

2. Assist accounting functions for grants, cooperative agreements, and contracts

- Organize and file notices of grant awards with project name and cost center.
- File project reports and correspondence in grant award folders.
- Verify appropriate G/L coding of grant and contract related transactions.
- Assist in preparing monthly or quarterly grant billings/invoices as required.
- On a monthly basis, assist to update and maintain grant history/SEFA database.

3. General administrative assistant duties

- Schedule and coordinate logistics for meetings, conferences, and summits.
- Take minutes and transcribe them from meetings and/or conference calls, and type other correspondence as needed.
- Reconcile monthly bank statements.
- Manage procurement process for supplies, office equipment, and petty cash purchases.
- Assist in submitting A-19 and other invoices for government contract reimbursements monthly.
- Compile and submit documents, such as spreadsheets, that track deliverables.
- Operate standard office equipment, such as 10-key, copier, fax, phone, and computer.

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4. Other duties:

- Perform other duties as assigned by the Fund Accounting Manager.
- Prepare a Monthly Activity Report (MAR) and provide to the manager at the end of each month.
- Observe strict confidentiality of all electronic and paper documents, files, or any other form of documentation.

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.

Qualifications:

- Bachelor's degree in accounting or business is desired; AA degree or comparable training 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.
- Minimum one year of accounting experience is required; two or more years of experience with advanced accounting software applications is desired.
- One year of experience working with grants and contracts funding and budgets is desired.
- Proficiency with computer applications (specifically Word, Excel, Access) 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 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.

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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.

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 handicap, marital status, sexual orientation, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

**Bobby Puffin
Human Resources Coordinator
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Portland, Oregon 97201**

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