

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD
VACANY ANNOUNCEMENT**

Job Title:	Fund Accounting Manager	Classification:	Full-time Regular w/ benefits
Department:	Finance	FLSA Status:	Salaried-Exempt
Reports To:	Administrative Officer	Opening Date:	October 27, 2009
Salary:	DOE	Closing Date:	November 20, 2009 (extended)

Job Summary: The Fund Accounting Manager works under the direction of the Administrative Officer, and is responsible for accounting related to NPAIHB's General Ledger, grants, and contracts. The position supports the maintenance and administration of the Board's financial systems and accounting records, and coordinates closely with the Business Manager, Accounts Payable Assistant, and Administrative Officer in carrying out financial activities of NPAIHB.

Essential Functions:

1. Assist Administrative Officer in monitoring internal controls
 - Certify funds for all grant cost centers based on allowable criterion set forth in the A-122 and A-110 Circulars as well as fund availability.
 - Participate in Finance Department systems development of fund and reporting requirements tracking, etc.
 - Represent NPAIHB to grant/fund 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. Accounting for NPAIHB's grants, cooperative agreements, and contracts
 - Submit agreements, amendments, budget updates, correspondence, and monthly expenditure reports, in a timely fashion.
 - 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.
 - Prepare monthly or quarterly draw downs and grant billings.
 - 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)
3. General Ledger Accounting Functions
 - Process Monthly Closing.
 - Prepare monthly and quarterly Statements of Revenue & Expenditure.
 - Analyze quarterly activity for inclusion in QBM reports.
 - Maintain and update Grants & Contracts Management Report.
 - Maintain, customize and run other MIP reports as needed. (updates, controls, error resolution)

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- Other accounting-related duties as directed.

4. Other duties:

- Prepare, negotiate, & 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 F.O. & A/P Specialist to ensure coding consistency and prevent duplicate adjustments.
- Monitor indirect over/under recovery and make adjustments as necessary.
- Review proposed funding request budgets.
- Help coordinate external audit.
- Help research and negotiate any potential audit concerns.

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.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

Qualifications:

- Bachelor's Degree in Accounting is desired; AA degree or comparable education is required
- Knowledge of and experience working in tribal communities, 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
- MIPs or related accounting software experience is required
- Three or more years of experience working with funding contracts is required
- Proficiency with computer applications (specifically Word, Excel, Access) is required
- Working knowledge of the Single Audit Act, OMB A-87, A110, and A-133 is required
- Accuracy and scrupulous attention to detail is required
- Must have the ability to complete tasks in a timely and accurate manner
- Must have excellent analytical skills
- Must have excellent interpersonal skills
- Excellent writing skills and grammatical usage is required.

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Applicants must agree to serve a minimum six-month probationary period during which period their employment can be terminated at will. The NPAIHB is a drug free workplace and any job offer is conditional upon clearing a test for the presence of illegal drugs.

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.

Travel Requirements: Local travel is infrequently required. Overnight travel outside of the area is infrequently required.

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.

Required application forms are available from:
Northwest Portland Area Indian Health Board,
Chandra Wilson, Human Resources Coordinator
527 SW Hall, Suite 300, Portland, Oregon 97201
(503) 228-4185 Fax: (503) 228-8182 or
www.npaihb.org/obs&opportunities