

**NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**  
**JOB POSTING CLOSING DATE: 10/21/22**

**Job Title:** A/P and Payroll Manager

**Status:** Salary, Exempt

**Reports To:** Director of Finance

**Classification:** Full-time Regular w/  
benefits

**Department:** Finance

**Location:** Portland, Oregon

**Salary:** \$85,000 to 92,000 DOE

**Position Summary:**

The purpose of this position is to manage all accounts payable and payroll functions for the NPAIHB. This is accomplished by supervising, directing, coordinating and reviewing work activities and scheduling employees within the accounts payable and payroll functions. This position also analyzes, plans and implements preferred business practices and procedures, performs system maintenance and testing, and develops analytical data and reports. Other duties include writing policies and procedures, developing training programs, conducting internal audits and implementing internal controls.

**Essential Functions:**

**1. Ensure that Accounts Payable and Payroll are maintained, current and accurate:**

- Performs system maintenance and testing for accounts payable and payroll.
- Monitors data through audit reports, testing updates and interfaces, identifies new legislative and/or regulatory developments that require system setup changes.
- Maintains accounts payable and payroll systems to minimize risk of errors.
- Funds certification for indirect costs and general funds expenditures.
- Maintain and reconcile the general and all subsidiary ledgers.

**2. Perform Business and Financial Management Activities**

- File exemption applications and reports for personal property tax and office rent.
- Recommend update to investment and cash management policies as needed.
- Negotiate contracts with A/P and payroll vendors (e.g., ADP, etc.)
- Responsible for keeping policies updated for accounts payable and payroll processing in NPAIHB Program Operations Manual, NPAIHB Accounting Manual and writing/issuing new policies to improve accounts payable and payroll processing.
- Create training documents or videos, reference tools and provides assistance with and guidance on compliance with regulations, controls, policies and procedures and Sage Intacct software.

**3. Review and monitor regulations and requirements affecting NPAIHB financial management systems (e.g., indirect cost, cost principals, audit requirements, etc.)**

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- Ensures effective internal controls over accounts payable and payroll functions.
- Develops and implements policies and procedures and works with Finance Director to ensure proper internal controls and preferred practices are in place.
- Performs reviews and analyses to identify and resolve deficiencies in operating procedures and internal controls.
- Prepare year-end close and end of year adjusting journal entries.
- Coordinate external audit in collaboration with Fund Accounting Manager.
- Research and address A/P and payroll audit concerns.
- Coordinate banking, investment, and cash management activities to ensure appropriate and advantageous utilization of financial resources.

#### **4. Responsible for functions related to Accounts Payable Operations**

- Ensure compliance with applicable laws and regulations, policies and procedures and other rules or preferred practices as to accounts payable operations.
- Ensure compliance with IRS 1099 requirements and other IRS rules.
- Work with Accounts Payable Specialist, staff and vendors to resolve invoice processing errors or vendor setup errors.
- Coordinate with Management and Project Directors to ensure integrity of purchasing processes that impact A/P and invoice processing.

#### **5. Responsible for functions related to Payroll**

- Manages payroll, reviews timesheets for hours and accuracy, maintains employee database, new allocations, rates of pay, and personnel changes.
- Coordinates with ADP or other payroll management services company to ensure accurate payroll processing and compliance with applicable laws, regulations, and policies and procedures.
- Submits payroll to ADP in a timely manner.
- Sets up new employees and supervisors into the system.
- Supervise and review A/P and payroll input to ensure adequate cash management and availability.
- Resolves errors and employee complaints or issues related to payroll processing.
- Administers special paychecks not processed by payroll management company.
- Supervise Purchasing Agent/Travel Coordinator.
- Review travel advances and reports for accuracy and coding.
- Review and reconcile ADP reports prior to check distribution.
- Track Salaries and travel advances and reconcile to general ledger.
- Conducts reviews and audits of payroll data to ensure accuracy and compliance.
- Monitor quarterly payroll tax reports.
- Review and issue W2s.
- Prepare entry to record payroll and month-end journal entries.
- Reconcile section 125 balances.

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- Works with Operations and Human Resources to ensure integrity of HR processes that impact payroll processing.
- Other functions as needed.

#### **6. Supervisory Responsibilities**

- Supervise Accounts Payable Specialist and Purchasing Agent/Travel Coordinator.
- Supervises staff by planning, scheduling and directing daily tasks and activities, establishing procedures and guidelines, reviewing work product, evaluating performance, training and coaching for performance improvement, addressing and resolving complaints and recommending personnel actions.
- Initiates changes in work condition and processes to increase operational effectiveness and efficiencies.
- Ensure that all personnel are in compliance with organizational policies, procedures, and directives; requirements of IRBs (if applicable), partnering agencies, and other relevant parties.
- Meet regularly with staff to ensure that all goals and objectives are met in a timely manner.

#### **Additional Functions:**

- Performs other duties and assignments as directed by the Finance Director.
- Prepare a Monthly Activity Report (MAR) and provide to the Supervisor/ Project Director at the end of each month.

#### **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 normal 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:**

- A Bachelor's Degree in Accounting is required, CPA or MBA preferred

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- Must be proficient in with Generally Accepted Accounting Principles (GAAP) and Federal Regulations, including the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), when applicable and/or for non-profit organizations and the Single Audit Act.
- Experience in accounting for governmental grants and contracts.
- Extensive use and knowledge of the Sage Intacct accounting package is required, and experience in MIP and Microix
- Requires a minimum of seven (7) years of accounting or budgeting supervisory experience, with a minimum of three (3) years of experience in the capacity of a senior finance position
- Verifiable success in financial management, including strong track record of building business and financial controls and processes
- Requires advanced knowledge of computer programs such as Word, Excel, Access and an Accounting software application
- Requires excellent writing skills and grammar usage
- Must have the ability to speak effectively before groups
- Supervisory experience with evidence of support and development of subordinates
- Must have excellent interpersonal skills
- Must have the ability to complete tasks quickly and accurately
- Must have excellent analytical skills
- Independent decision-making skills are necessary

#### **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 Occasionally 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

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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 or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications are available online at [www.npaihb.org](http://www.npaihb.org)

SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)