

Join an organization with a mission to reduce poverty and achieve sustainable prosperity.

Welcome to the Northwest Area Foundation

We invite you to explore this job opening for an accountant. Our organization’s mission is to support efforts by the people, organizations, and communities of our eight-state region (Minnesota, Iowa, North Dakota, South Dakota, Montana, Idaho, Washington, Oregon, and the 76 Native nations within these states) to reduce poverty and achieve sustainable prosperity. We support resourceful problem solvers working in our priority communities: resilient communities with a wealth of wisdom, passion, and expertise—Native Americans, communities of color, immigrants and refugees, and people in rural areas.

How we do our work is important, too. All staff are expected to carry out the mission of the Foundation in a way that upholds and demonstrates our six guiding values: making a positive difference, engagement, accountability, learning, integrity, and respect.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION (DEI)

We’ve made an intentional commitment to advance DEI because sustainable prosperity can’t be achieved without it. The policies and systems of our region don’t work for our priority communities and, instead, create barriers to finding good jobs, starting businesses, or building assets that might lead to prosperity. Too many people in our priority communities live in crisis or a paycheck away from it. Our work on DEI is an effort to change these realities.

Our DEI effort touches all core functional areas of the Foundation’s work, from grantmaking to investments to our organizational culture—and to our accounting work.

Learn more about us, including our DEI efforts, at nwaf.org.

About the Accountant Position

This position reports to the controller and assists with the processing of NWA financial transactions, including accounts payable, payroll, investments, and journal entries. The accountant assists with the year-end audit and is also responsible, in the absence of the controller, for assisting the chief financial officer with cash flow management.

Our ideal candidate will be committed to diversity, equity, and inclusion and have an analytical ability, good problem-solving skills, integrity, excellent communication and interpersonal skills, and a willingness to learn and grow personally and professionally.

What You'll Do

- Process accounts payable weekly and payroll/benefits on a biweekly basis.
- Verify grant and contract payments are within the terms of the agreement.
- Process contract payments weekly and grant payments monthly.
- Process board compensation and pension plan contributions quarterly.
- Prepare month-end and quarter-end reconciliations and journal entries.
- Process travel card transactions.
- Maintain financial records and files.
- Assist the controller with the annual audit, tax processes and special projects.
- Maintain the ADP payroll website.
- Process bank deposits as needed.
- Provide training to new staff members on time sheets, accounting forms, and benefits enrollment.
- Reconcile investment statements and assist controller in maintaining investment records.

This position description is not intended to be a comprehensive list of the duties and responsibilities of the position.

Experience You Bring

- Associate degree with at least five years' experience in payroll, accounts payable, and general ledger. Bachelor's degree in accounting preferred.
- A dedication to supporting NWAFF's priority communities.
- Commitment to the mission and values of NWAFF, including DEI.
- Ability to build strong relationships that inspire openness and trust.
- A proactive, collaborative attitude and an orientation toward the group's success.
- Experience with automated accounting systems.
- Strong spreadsheet and analytical skills, and attention to detail.
- Good oral and written communication skills.

Working Environment

WORKING CONDITIONS*

Work for this position is performed in an office environment with minimal exposure to excessive noise, dust, fumes, vibrations, and temperature changes. It requires an individual to frequently use office equipment including computers, printers, and copiers. In addition to an office setting, we have an ability to support a remote work environment.

In response to the COVID-19 pandemic, our offices are currently closed. Work for this position is likely to be performed from a remote setting during the initial weeks or months and transition into the office when it reopens.

PHYSICAL REQUIREMENTS*

The individual in this position is required to sit, talk, hear, and read. The individual is frequently required to move about and occasionally required to stand, to lift and carry objects up to 20 pounds, stoop, kneel/crouch, reach, have repetitive motion, and walk.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the principal duties and responsibilities of the position.

Equal Opportunity Employer

NWAF is an equal opportunity employer and all employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, ethnicity, religious creed, national origin, ancestry, sex, gender identity, age, disability, mental illness, sexual harassment, sexual orientation, genetics, military/veteran status, citizenship, arrest record, and any other legally protected characteristic.

How to Apply

Please email your cover letter and resume to: hr@nwaf.org. The subject line of the email should state candidate name and the position applied for.

If you need assistance or an accommodation due to a disability, you may email Ann Naithani, Director of Organizational Effectiveness and Talent, at hr@nwaf.org or call Ann at (651) 225-7718.
