**Accounting Specialist- Full or Parttime**

Position Description

The Northwest Indian Community Development Center is growing and seeking to fill an Accounting Specialist. The Accounting Specialist position is ideal for someone who finds joy in optimizing internal and external financial systems of the organization’s services, events, opportunities, and matters that affect our Native community.

**Duties and Responsibilities:**

* Reconciling bank statements and bookkeeping ledgers
* Completing analysis of organizational expenditures
* Managing income and expense accounts
* Generating financial reports using income and expenditure data
* Filling and remitting taxes and other financial obligations
* Initiating and managing financial, accounting, and payroll software

 **Skills:**

* Able to navigate and utilize the accounts receivable, accounts payable, payroll and reporting features in QuickBooks software
* Able to manage complex funding streams from multiple contracts
* Attention to detail
* Strong communication skills such as written, verbal, and listening
* Must be reliable, responsive, respectful, punctual, and professional
* Ability to work independently
* Able to create a supportive workplace environment for staff and program participants
* Adaptive to working in changing environments and programming

**Knowledge**

* Minimum of 2 years in grant accounting and budgeting
* Minimum of 2 years of experience in working in QuickBooks as the primary accounting software
* Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP)
* Demonstrated relevant experience in accounting for non-profits including state and federal grant contracts
* Demonstrated understanding or willingness to learn Anishinaabe traditions and values

**Education/Training**

* Two-year degree in accounting minimum. 4-year degree considered a plus.

**What we bring (for fulltime employees):**

* Employer-paid health insurance;
* Dental insurance;
* Health savings account;
* PTO, including your birthday off;
* 401k Retirement contribution matching following one year of employment;
* A supportive environment for continued personal and professional growth;

Salary- $25-$28 per hour depending on qualifications.

Personal lived experience and/or previous work within the Anishinaabe community is preferred. Willingness and desire to learn indigenous worldviews and philosophies in program development and implementation.