

# National Indian Health Board



## **Use your accounting degree to support a mission-driven American Indian organization!**

The National Indian Health Board seeks a junior staff accountant for our new **Accounting Associate** position. You must be organized and detail-oriented with a solutions-oriented attitude. This position reports to the Accounting Manager and collaborates closely with grants and program staff.

### **Duties and responsibilities of this position include, and are not limited to the following:**

- Review general ledger and prepare journal entries/adjustments as needed to correct balances under the direction of the Accounting Manager;
- Assist in the transaction preparation, posting and reconciliations for all books of account and related journals;
- Reconcile general ledger accounts and bank statements as part of closing out the month, the year, and grants;
- Review expense vouchers for required coding, supporting documentation, finance policy compliance and authorizations;
- Prepare and meet audit schedules and prep for both external audits and grants auditors, plus related similar activities;
- Prepare grant reports with supporting documentation in collaboration with grants compliance and program staff;
- Assists with creation and tracking of annual budget for the organization; and
- Work effectively and efficiently with all internal staff, external vendors/contractors, and others.

### **Required qualifications include, and are not limited to the following:**

- Undergraduate degree in finance, accounting, business, or other applicable major required with at least 24 semester credits in accounting courses, and an advanced degree (JD, MBA, MPA, etc.) and/or CPA preferred;
- Minimum of 3 years' experience as a staff accountant with some experience doing grants accounting in a non-profit organization funded by federal and other grants;
- Excellent accounting and math skills combined with strong facility with MS Excel, Quickbooks, and other accounting software;
- Great written and verbal communication combined with great cultural competency and interpersonal skills, can speak clearly and in non-technical terms so that managers, executives, and Board members easily understand and can act on financial matters;
- Excellent organizational skills combined with the capacity to determine and execute on priorities in a timely manners; and
- An interest in American Indians and Alaska Natives cultures and the health of those populations.

The NIHB offers a mission-driven, fast-moving environment where intelligence, flexibility, and good humor are valued. We operate with excellence in mind in all matters and the confidence to defend and debate ideas without ego interfering to create the best outcome possible. Since its founding by the nation's Tribes in 1972, NIHB remains the Country's only national organization solely devoted to improving Tribal health care for all American Indian and Alaska Natives.

This position is based in our offices in Washington, DC. No relocation funding provided. **American Indians and Alaska Natives strongly encouraged to apply.** Please see [www.nihb.org](http://www.nihb.org) for more information. EOE.

**HOW TO APPLY:**

Interested candidates prepare the following information about yourself and email it as instructed below:

1. Your resume;
2. Your cover letter;
3. Salary history; and
4. Preferred/required salary range you are seeking.

Send your application packet to [jobs@nihb.org](mailto:jobs@nihb.org) with your name and the title of the position you are applying for in the subject line.