

# National Indian Health Board



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## **Staff Accountant**

### **ABOUT THE ORGANIZATION**

The National Indian Health Board (NIHB) is the nation's premiere leadership organization in Tribal policy and advocacy around health systems and appropriations, public health, behavioral health, policy analysis, and communications. This dynamic nonprofit organization was created by the Tribes in 1972 to serve as the national, unified voice of the Tribes to elevate concerns and innovations around health to the highest levels of law and policy makers. NIHB also provides critical health information to Tribes, technical assistance and programming and serves as an education and outreach bridge to media, philanthropy, and external audiences. NIHB makes an impact on the health of American Indians and Alaska Natives as we serve all 574+ federally recognized Tribes. We passionately strive to hold the federal government accountable to uphold its trust obligations to the Tribes for health and health systems, behavioral and public health services and capacities. NIHB serves Tribes that run their own health systems through compacting and contracting as well as those that receive their care directly from the Indian Health Service.

- 29 full-time employees, expected to grow to 50 by Q1 2022
- \$6.2 million annual operating budget
- Majority of funding from federal grants, from the US Department of Health and Human Services/related agencies.
- 2020 organization financial audit recently completed, with a clean audit

### **POSITION SUMMARY**

The National Indian Health Board seeks an experienced Staff Accountant, who will be responsible for assisting with the operational and fiscal activities of the department, including accounting transaction processing and financial reporting. The incumbent will assist with planning and developing policies and procedures to improve the efficiency of the department. The Staff Accountant must understand, administer, and articulate all accounting policies and procedures required for NIHB operations. This position reports to the Director of Finance, and is based in Washington, DC.

## **POSITION RESPONSIBILITIES**

- Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, payroll accounts, cash flow forecasting, grants administration and reporting
- Reconcile accounts payable and accounts receivable
- Process cash disbursements
- Manage the purchase order process for the organization
- Process general ledger transactions and post entries
- Reconcile all credit card purchases to monthly statements
- Perform all cash account reconciliations for all relevant bank accounts
- Assist in annual budgeting process as well as strategic budgets for long/short term planning for the organization
- Assist in annual financial and other audits as required
- Ensure compliance with generally accepted accounting principles (GAAP)
- Input payroll information for payroll vendor on a bi-weekly basis as needed
- Make cash deposits as needed
- Manage all vendor relationships and resolution of billing issues
- Manage all insurance policies (workers compensation, general liability, D&O, etc.)
- Maintain QuickBooks system
- Process 1099 forms and other forms relevant to the organization
- Other duties as assigned

## **REQUIREMENTS**

- BS/BA degree in Accounting or Finance required
- 5-7 years related experience preferred
- Non-profit experience to include grant management and knowledge of non-profit accounting standards preferred
- Expert in use of Excel
- Knowledge of QuickBooks accounting systems preferred
- Excellent analytical and organizational skills
- Willingness to be flexible and adaptable in a fast-paced environment
- Team player with a positive attitude and the ability to interact with all levels of the organization

## **HOW TO APPLY**

Qualified candidates are invited to send your cover letter and resume to [jobs@nihb.org](mailto:jobs@nihb.org). Cover letter must be specific to the position, and address why you would be a good fit for NIH and the amazing work we do. Email subject line should include your name and the position for which you are applying.

Applications are reviewed on a rolling basis until a qualified candidate is selected.

Equal Opportunity Employer: NIHB is an equal opportunity employer and does not discriminate on the basis of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, veteran status, or any other non-merit factor.

Salary and Benefits: Salary is commensurate with qualifications and experience. NIHB offers an excellent benefits package, including but not limited to:

- Medical, dental, and vision coverage with premiums fully paid by NIHB
- 401(k) plan with 10% company match
- Annual leave and sick leave
- Federal holidays