



NIA TERO

POSITION DESCRIPTION

Senior Accountant

NIA TERO

Nia Tero is a global bridging organization that brings Indigenous Peoples and allies together to advance what we call Indigenous Peoples' guardianship¹. Our partnerships with Indigenous Peoples' are explicitly structured to honor self-determination, respect time-honed knowledge and ways of being and build trust while upholding the sacred value of reciprocity. To achieve this, we work in solidarity with Indigenous Peoples to safeguard their ancestral thriving territories and ways of being, collaborating on essential global efforts towards a vibrant and habitable future Earth.

- Our vision is that Indigenous Peoples' guardianship is enabled everywhere possible on Earth as part of a just and vibrant future.
- Our mission is to directly support Indigenous Peoples' guardianship and elevate the role and influence of Indigenous Peoples as essential to ensuring planetary health and habitability.

Our team is international and based across South America, the Pacific Islands, Asia, and North America, with a large contingent at our Seattle headquarters. We speak many languages, including English, Spanish, Portuguese, French, and a wide range of Indigenous Peoples' languages.

Nia Tero is entering the first year of our new five-year strategy and is seeking candidates who thrive in a fast-paced environment, adapt quickly to change, and seek to strengthen the impact of a mission-driven organization.

SUMMARY

The Senior Accountant is responsible for financial transactions including but not limited to balance sheet and bank reconciliations, research and resolution of discrepancies, accounts payable, 1099-Misc filing, accounts receivable, journal entries, grant accounting, audit prep, and month and year-end closing support. Reporting to the Associate Director of Finance, this position will ensure the smooth day-to-day financial operations of the organization.

¹ Indigenous Peoples' guardianship - the ability of Indigenous Peoples to act upon an inherent right and acceptance of responsibility to govern and manage collective territory using their own laws and values. Nia Tero honors the diverse ways in which people understand this term; for us it is linked to cultures, languages, and practices that have developed in tandem with thriving land, water and place, and has a vital inter-generational dynamic.

KEY RESPONSIBILITIES

- Full cycle accounting to support month and year-end closes
- Maintain accurate and timely financial reconciliations in compliance with GAAP
- Prepare and enter journal entries
- Verify, allocate, post, and reconcile transactions into financial software platform
- Create and maintain vendor records including collection of W-8 and W-9 forms and preferred payment information
- Serve as the main point of contact for internal and external vendors related to accounts payable
- Maintain electronic financial filing system
- Prepare payments in third party accounts payable platform and primary bank platform
- Reconcile cash advances and record post-trip expenses
- Perform monthly bank accounts and credit card reconciliations
- Perform monthly balance sheet reconciliations
- Create and maintain accounts receivable records for periodic billings
- Support monthly financial statements preparation
- Prepare other schedules/analyses as needed
- Assist in annual audit and Form 990 preparation
- Recommend improvements and efficiencies in existing processes

QUALIFICATIONS**Required:**Education and experience*

- 5 or more years' experience in an accounting- or finance-related position.
- Bachelor's or Associate's degree in accounting or finance or equivalent work experience.
- Up-to-date knowledge of generally accepted accounting principles (GAAP) in a nonprofit organization.

**A combination of education, training, and experience which has provided theoretical and practical knowledge will be evaluated for equivalency.*

Skills and abilities (including languages and software)

- Strong organizational, time management, and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills and keen attention to detail.
- Strong analytical skills, with the ability to troubleshoot, problem-solve and effectively and efficiently make decisions.

- Excels at working independently as well as within a team. Is patient and objective in difficult situations with different types of people and cultures.
- Strong communication skills with external and internal personnel to include active listening; articulating clearly and confidently; and facilitating positive, timely, and appropriate communication amongst team members and vendors.
- Experience working in global settings, multiple time zones, and with diverse internal and external partners from a wide range of cultures and backgrounds
- Working knowledge of Sage Intacct or similar accounting software.
- Moderate to advanced skills in Excel and other data analytic reporting software.
- Software implementation and/or expansion experience to streamline processes.

Ideal:

- Proficiency in multiple languages.
- Working knowledge of a CRM system (SalesForce or similar).
- Lived experience working directly with Indigenous Peoples and communities and demonstrated understanding about issues and challenges facing Indigenous Peoples and communities.
- Experience with public accounting.

WORKING CONDITIONS AND TRAVEL

This full-time position will ideally be based in our offices in Seattle, WA with the ability to work remotely several days a week. Occasional day and night domestic and some international travel is a potential (up to 10%)

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe, and assess distance, color and depth; Require to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around his/her assigned workspace.

HOW TO APPLY:

If interested in this role, please email cover letter and resume to jobs@niatero.org and include "Senior Accountant" in the subject line.

Nia Tero is an Indigenous Peoples serving global organization that strives to have an inclusive, equitable, and diverse work culture. We encourage people from historically excluded groups to apply.

The salary for this position is USD \$82,000- \$95,000 annually based on experience. Our compensation program is U.S. based and pay ranges are representative of compensation in the U.S. market. For positions outside of the U.S., pay rates are determined based on the applicable local regional market. This is a full-time permanent position and qualifies for healthcare benefits (medical, dental and vision), 401K and paid time off (including vacation leave, sick leave, and personal days).

Assignment Category:	<input checked="" type="checkbox"/> Full-Time / <input type="checkbox"/> Part-Time
Classification:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt / <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary