



JOB ANNOUNCEMENT

Position: Business Officer

Compensation: \$17 - \$21 per hour | Opportunity for pay increase at performance review
Benefits: Medical, Vision, Dental, Retirement, FMLA, PTO/LWOP, Short-term disability insurance (STD) and Long-term disability insurance (LTD), Mental Health and Wellness Benefits, Professional Development, Enjoyable Workplace Culture
FLSA Status: Non-Exempt
Probation Period: 90 days
No. of Hours: Full-Time, 40 hours per week | Monday-Friday 8am-5pm
Location: Bismarck, ND
Reports to: Chief Executive Officer
Organization(s): Native American Development Center and NATIVE, Inc.
Closes: November 20, 2023 at 11:59 p.m. CT

Organization Overview:

Native American Development Center mission:

To provide affordable lending services and financial education to Native Americans throughout North Dakota, on or off tribal lands.

Website: <https://www.ndnativecenter.org>

NATIVE, Inc. mission:

To create safe and inclusive communities within urban areas across North Dakota through affordable housing, culture, education and workforce and economic services. Established in 2019. Website: <https://www.ndnadc.org>

JOB SUMMARY

The Business Officer is responsible for accounts payable, billing, sales and purchasing. Accurate and detail-oriented, self-motivated, organized, critical thinker and problem solver.

WORKS REGULARLY WITH: CPAs, Finance Officer, Vendors, and Service Staff.

ATTRACTION TO THE ROLE:

- Both are fast-paced, fast-growing, and financially healthy non-profit organizations (nearly 25 employees) that are working on expansion.
- Both are Diversity, Racial Equity, and Inclusion (DREI)-focused organizations during a cultural transformation.

KEY FUNCTIONAL RESPONSIBILITIES:

- Perform accounts payable functions daily (i.e., enter all expense transactions into QuickBooks).
- Collect and review the accuracy and thoroughness of invoices, purchase requisitions, and gap funding requests and submit to the Finance Officer to approve and assign funding codes.
- Disburse checks to the correct program designee or vendor.

- Vendor file maintenance. File invoices, purchase requisitions, gap funding requests, check copies, and receipts.
- Prepare weekly payments to vendors before all cut-off dates.
- Record vendor invoices, credit memos, and adjustments into the accounting system.
- Create and setup new vendor ID accounts for direct deposit and/or check payments in QuickBooks.
- Manage invoice printing application.
- Resolve costing discrepancies between vendor invoices and sales orders.
- Process stop payment and void check requests.
- Work with the bank to setup and conduct ACH and wire payments when needed.
- Monitor discount opportunities and freight/sales tax discrepancies.
- Verify vendor accounts by reconciling monthly statements.
- Communicate with vendors about past due payables by phone and email.
- Monitor and resolve discrepancies on AP Aging, outstanding checks, and unpaid PO reports.
- Order office supplies.
- Collect and record invoices and issuance of payments
- Ensure current and accurate vendor records, including contracts, insurance certificates and W-9 forms
- Assist CPAs with needed information for 1099 tax forms
- Required to working during some closures; unable to work remotely
- Manage company assets, including inventory tracking and annual inventory audits
- Assist with implementing efficiency in procurement policy and procedures
- Identify cost savings opportunities and offer recommendations for improvement
- Perform procurement functions, and coordinate materials and resources allocation.
- Perform other duties as assigned.

QUALIFICATIONS:

- 2+ years of previous Accounting or Accounts Payable experience.
- Ability to multitask and prioritize accordingly to complete tasks within time constraints.
- Exceptional customer service, communication, and interpersonal skills.
- Microsoft Excel experience.
- Associate or bachelor's degree preferred.

KEY COMPETENCIES:

- Must be able to demonstrate knowledge of accounts payable, procurement and general accounting principles. Preference given to candidate with experience in cost/job accounting.
- Must be able to demonstrate strong organizational, prioritization and time management skills.
- Must have strong detail and strong process orientation.
- Must be proficient in data entry.
- Must maintain confidentiality.
- Must be able to demonstrate the ability to quickly build relationships with internal and external customers.
- Must have the ability to work in a courteous, cooperative manner with co-workers, management and vendors.
- Quality focuses daily bookkeeping and accuracy, efficient business processes, and optimizing the use of technology and software applications. Prefer given to a candidate

demonstrating experience using QuickBooks software.

- PC and software proficiency for data entry, including ten key speed of 8,000+ KPH.
- Strong verbal and written communication skills.
- Strong interpersonal and problem-solving skills.
- Experienced knowledge of Microsoft Office Suite.
- Ability to lift up to 50 pounds.

This is a full-time, non-exempt position that works a standard work week Monday to Friday.

APPLICATION DEADLINE: 11/20/2023 @ 11:59 p.m.

TO APPLY:

An employment application must be filled out along with supporting documents.

TO APPLY:

1. Go to NATIVE, Inc. website: <https://www.ndnadc.org/jobs> and download and complete the employment application **OR** Stop by and pick up an employment application at the Native American Development Center 2403 East Thayer Avenue Bismarck ND 58501.
2. Submit completed employment application, copy of resume, copy of transcripts (if awaiting degree), copy of highest degree obtained, copy of certifications pertaining to position and a copy of tribal enrollment (if Indian preference is claimed).

TO SUBMIT:

1. Drop off (Front Desk): Native American Development Center:
2403 E. Thayer Avenue Bismarck, ND 58501
2. Mail to: Native American Development Center c/o Human Resources:
2403 E. Thayer Avenue Bismarck, ND 58501
3. Scan/Email: HR@ndnadc.org

For More Information: To learn more about this position you may contact Human Resources at HR@ndnadc.org or by phone at (701) 595-5181.

Native American Development Center and NATIVE, Inc. is an Equal Opportunity Employer!