



POSITION DESCRIPTION

TITLE:	Accounting Assistant	CLASSIFICATION:	Non-Exempt
REPORTS TO:	Chief Operating Officer (COO)	LOCATION:	Arizona (Remote)
SALARY:	Up to \$52,000	POSITION CLOSES:	Friday, 10/31/2025

Native Public Media (NPM) is a coordinating organization that advances Indigenous peoples' self-determination through media access, storytelling, and ownership. Focusing on supporting federally recognized Tribes, Tribal radio stations, and television stations, NPM offers advocacy, centralized resources, and strategic services to help develop successful and sustainable telecommunications and communication systems in Indian Country.

Position Summary: Reports to COO. Supports finance and compliance by processing transactions, maintaining records, and assisting with financial and grant reporting.

Key Responsibilities:

- Process invoices, payables, and reimbursements for CEO review
- Maintain accurate financial records and coding
- Reconcile revenue, expenses, and bank statements
- Utilize QuickBooks to administer and monitor financial records
- Track donor records and tax-deductible letters
- Assist with grant financial reports (track grants and spend-down)
- Develop a budget for the Native Broadcast Summit
- Process Broadcast Service Program payments, W-9s, and affidavits
- Support budget tracking and reporting
- Maintain accurate financial records for ADP 401K and Schwab Investments
- Handle Investment Committee packets, follow-up, and filings
- Ensure compliance with GAAP and nonprofit standards
- Maintain payroll and leave records
- Assist in the annual audit preparation, including Form 990, 1099s, and audit test selections

Recommended Qualifications:

- Bachelor's degree in finance or accounting, or currently studying towards a Bachelor's degree in a related field.
- Strong knowledge of the Financial Accounting Standards Board (FASB) for non-profits.
- 1+ years of financial management experience.
- Proficiency in accounting software, preferably QuickBooks.
- Accrual accounting proficiency.
- Proficiency in Excel.
- Strong financial reporting skills.



- Audit fieldwork experience.
- Knowledge of nonprofit grant funds and multi-year funding.
- High professional and ethical standards.
- Excellent verbal and written communication skills.
- Preferred: Professional relationships or knowledge of Tribal governments, American Indian Tribes, and Alaska Native Villages.

Work Requirements:

- Work from home.
- Have a dedicated office space or work area with a strong internet connection.
- Work Monday through Friday, from 8:00 a.m. to 5:00 p.m.
- Possess a valid driver's license for business travel.
- Utilize a personal vehicle if other transportation is unavailable.

Physical Requirements: To successfully perform the essential functions of this job, the employee must meet the following physical demands:

- Sit and use hands to handle, feel, talk, or hear.
- Occasionally, stand, walk, kneel, and reach with hands and arms.
- Occasionally lift or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Benefits: Native Public Media (NPM) offers employer-paid health insurance, a vision plan, dental coverage, life insurance, and short-term disability insurance. A 401(k) plan with employer match becomes available after three (3) months of employment, and the organization offers a Paid Time Off program along with a standard holiday schedule.

Native Public Media (NPM) supports Indigenous peoples' self-determination through access to media, storytelling, and ownership. As a coordinating body for 574 federally recognized Tribes, 59 Tribal radio stations, and three television stations, NPM provides advocacy, centralized resources, and strategic services focused on developing Indian Country's telecommunications and communications systems in a successful and sustainable manner.

How to Apply

Email the following PDF documents, your resume (with previous or current salary), and a one-page interest letter to Gaileen Keams at gkeams@nativepublicmedia.org with the subject line "Accounting Assistant – [YOUR NAME]."

Deadline to Apply

Friday, October 31, 2025, at 5:00 p.m. AZ