



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

Staff Accountant

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit ocom.edu.*

We are seeking a dynamic **Staff Accountant** to join our academic team.

Salary range for this position: \$38,000-43,000 DOE

Position Summary

The Staff Accountant is responsible for all accounts payable functions, as well as deposit preparation, assistance with payroll processing, bank reconciliations, audit preparation, and donation reconciliations.

Essential Functions

- Perform accounts payable duties using Financial Edge
- Prepare deposits for the Business Office, Library petty cash, coffee cart cash, and bathroom vendor coin
- Reconcile various bank accounts monthly
- Run various monthly financial reports
- Process payroll for the college with the Director of Accounting
- Manage vacation and personal time off tracking, including quarterly reports to employees
- Gather employee company credit card receipts monthly and ensure accuracy and adherence to credit card policy
- Enter and assist in preparation of journal entries into Financial Edge
- Assist the Director of Accounting in annual audit preparation and fieldwork
- Assist the Director of Accounting with the OCOM Herbal Medicinary inventory reconciliation
- Manage Work-study tracking
- Reconcile Financial Edge and Giftworks monthly for donations
- Reconcile the yearly China Trip budget
- Assist in preparation and delivery of year-end tax reports (i.e. Form 1098T, Form 1099, Form W2)
- Assist with annual Cherry Blossom Gala fundraiser financial duties

Education and Experience Required

- Bachelor's degree in accounting or related field preferred
- Experience with Accounts Payable and accounting software is essential

- Prior experience with Financial Edge is desirable
- Experience with payroll processing, deposit processing and tracking, simple bank reconciliations and exposure to audit processes is a plus
- Experience using ADP WorkForce now is a plus

Knowledge, Skills, and Abilities Required

- Knowledge of accounts payable and accounting software
- Intermediate skill level with Excel including Pivot Tables and V lookup
- Knowledge of GAAP
- Knowledge of payroll processing and simple bank reconciliations
- Familiarity with web-based applications, MS office applications (Excel, Word), and Google
- Ability to work independently

To Apply

Email cover letter and CV/resume (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Stephanie Driggs, 75 NW Couch Street, Portland OR 97209, or **stephanie.driggs@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.