



OREGON COLLEGE *of* ORIENTAL MEDICINE

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

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 **Accountant** to join our team.

Position Summary

The Accountant provides customer service to our students, faculty, and staff, while maintaining a positive, empathetic, and professional attitude toward others at all times, responding to inquiries promptly and effectively, communicating through various channels. The position is responsible for accounts payable functions, payroll processing, filing and maintaining accounting records, processing deposits, bank reconciliations, and certain other duties to support the Accounting Manager.

This is a full-time, benefit eligible role. Salary range for this position is \$55,000-65,000, depending on experience.

Essential Functions

- Process payroll using ADP Workforce Now, including reviewing time and attendance records for coding errors, input manual corrections as needed, allocate personnel costs by department, and verify quarterly 941 and annual W2 filings
- Manage accounts payable process from entry of invoices and/or credit card transactions to payment method in accounting system, Blackbaud's Financial Edge NXT; process student financial aid disbursements
- Receive, record, and deposit cash, check, and ACH payments from students, clinics, medicinal, and other departments in accounting system and student information system: Populi
- Monitor bank accounts regularly for credits and debits and track for month-end closing and reconciliation
- Reconcile accounts payable, credit cards, payroll and benefits liabilities, prepaids/deposits, bank, and other assigned accounts
- Prepare and verify accuracy of journal entries
- Provide information to staff, management, and auditor inquiries, including researching transactions and supplying supporting documentation
- Assist Accounting Manager with duties as assigned and serve as backup during planned and unexpected absences

Continued

Knowledge, Skills, and Abilities

- Excellent communication, organizational, and customer service skills
- Detail oriented, self-starter with limited supervision, and ability to plan and deliver to meet deadlines.
- Minimum of two years of experience in a similar role with accounting or equivalent degree
- Intermediate to advanced skill level with Excel, including workbook design, pivot tables, and applicable functions
- Experience with Blackbaud's Financial Edge NXT, ADP Workforce Now, Populi, or similar systems
- Strong aptitude with point of sale, inventory management, and bill payment applications
- Ability to assess processes and applications with accounting team and offer insights to improve efficiency and/or integrate applications
- MS Office and Google Workspace applications

Education and Experience

- Experience with Blackbaud's Financial Edge NXT, ADP Workforce Now, Populi, or similar systems
- Minimum of two years of experience in a similar role with accounting or equivalent degree

To Apply

Please send cover letter and CV (.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: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@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.