



OREGON COLLEGE *of* ORIENTAL MEDICINE

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

Accounting Specialist

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 **Accounting Specialist** to join our team.

Position Summary

The Accounting Specialist 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 cash deposits, bank reconciliations, and certain other duties to support the Director of Accounting.

Salary range for this position: \$37,000-40,000 DOE

Essential Functions

- Perform accounts payable duties, including processing of invoices and checks, student aid disbursement, and positive effective communication with vendors and students
- Process payroll using ADP system, including reviewing time and attendance records, input of manual corrections as needed, and distribution of payroll checks
- Reconcile certain bank accounts monthly
- Scan checks and prepare deposits for cash collected
- Maintain work study tracking report
- Gather employee company credit card receipts monthly and ensure accuracy and adherence to credit card policy
- Reconcile some account balances quarterly
- Assist the Director of Accounting with other tasks as needed

Knowledge, Skills, and Abilities - Required

- Excellent customer service skills
- Experience with accounts payable, payroll processing, and bank reconciliations (minimum two years)
- Intermediate skill level with Excel, including Pivot Tables and vlookup
- Processing deposits

Continued

- Confidentiality, proven organizational skills and accuracy, and the ability to manage and complete multiple tasks on deadline

Knowledge, Skills, and Abilities - Preferred

- Associate degree in accounting or related field
- Prior experience with Financial Edge and ADP Workforce
- Familiarity with web-based applications (MS Office, Google, and others)

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.