



## OREGON COLLEGE *of* ORIENTAL MEDICINE

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

# Director of Finance

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](http://ocom.edu).*

We are seeking a dynamic **Director of Finance** to join our team.

### Position Summary

The Director of Finance is responsible for strategically leading the accounting, finance, and treasury functions, providing financial planning analysis and forecasting to support the college. Key responsibilities include maintaining accurate financial records in accordance with generally accepted accounting principles, providing financial reporting to OCOM's stakeholders, supporting leadership with information to support strategic decision-making, and supporting the annual budgeting process. The Director of Finance is also responsible for developing and administering policies, controls, and procedures for all internal accounting operations.

Although the position has recurring tasks, responsibilities include duties involving a high degree of complexity due to the nature of accounting and finance work. Sound business judgment is required since it impacts people, costs, and the quality of work products. Erroneous decisions can have a serious impact on the overall success of functional and organizational operations.

This is a full-time, benefits eligible position. OCOM's benefits package includes medical, dental, college-sponsored LTD/STD plans, paid holidays, and paid days off. The expected annual salary range is \$80,000-85,000, depending upon qualifications and experience.

### Essential Functions and Basic Duties

- Oversee performance and accuracy of all financial and accounting functions
- Supervise and mentor Business Office staff and ensure entries are posted accurately from tuition management, payroll, and point of sale systems to Financial Edge NXT, OCOM's accounting system
- Ensure appropriate controls, policies, and procedures for areas of responsibility are established, maintained, and updated
- Prepare and/or review all journal entries and supporting documentation
- Manage the monthly financial close, and ensure all general ledger accounts are reconciled accordingly
- Prepare monthly financial statements and budget to actual reports for departments to inform the decision-making process
- Provide accurate and timely variance analysis against financial plans and prior year results; identify potential risks and opportunities

*Continued*

- Prepare financial reports for executive management, department heads, Board of Trustees, donors, and government agencies
- Support the annual budgeting processes with all departments; prepare budget worksheets; compile, organize, and summarize data from departments; and record board-approved budget into the accounting system
- Lead annual audit process and provide auditors with required information, including for 990
- Manage compliance and reporting with all government and third-party entities
- Perform projects or other duties as assigned

## Knowledge, Skills, and Abilities

- Dynamic individual who is goal oriented, adaptable to change, requires minimal supervision, and has excellent communication, collaboration, problem solving, financial analysis, and presentation skills
- Knowledge of generally accepted accounting principles, including nonprofit accounting standards; Keeps abreast of current accounting principles and methods and government reporting requirements, including federal grants
- Strong attention to detail and accuracy; ability to organize information and prioritize work in a fast-paced environment
- Demonstrated experience in team building and working with all levels of staff to accomplish tasks and meet deadlines; strong leadership and diplomacy skills are required to guide teams and facilitate collaboration
- Excellent work ethic, including a willingness to work hours necessary to get the job done, especially when deadlines cause greater than normal pressures
- Relationship oriented and understands how to balance demands of job vis-à-vis staff requests
- High degree of computer proficiency and experience with applications applicable to role, including Blackbaud's Financial Edge, QuickBooks, ADP or similar payroll platform, Google Workspace, and Microsoft Office Suite

## Education and Experience

- Bachelor's degree in accounting, finance, business administration, or equivalent field
- Preferred qualifications include a master's degree and prior experience in higher education; Certified Public Accountant (CPA) is desirable
- Minimum of five years of relevant experience in an equivalent role in the nonprofit field

## To Apply

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

Oregon Health Authority has issued [OAR 333-019-1010](#), requiring all health care workers who have direct or indirect contact with patients, and any employee who enters OCOM as part of their duties, to be fully vaccinated against the coronavirus or have an approved medical or religious exemption on file.

## 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](mailto: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.

**ocom.edu**

*The science of medicine, the art of healing®*