



OREGON COLLEGE *of* ORIENTAL MEDICINE

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

Senior 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 **Senior Accountant** to join our team.

Position Summary

The **Senior Accountant** position will manage all accounting activities to ensure compliance with generally accepted accounting principles, corporate policies and external audits. This position prepares journal entries and financial statements, reconciles accounts, and ensures data accuracy. Key responsibilities also include supporting the CFO in preparing the college's budget and providing variance analysis and reports by department.

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 three-quarter time and benefits eligible position. OCOM's benefits package includes medical, dental, college-sponsored LTD/STD plans, paid holidays, and paid days off. The salary range, based on three-quarter time, is \$57,750-60,000, depending upon experience.

Essential Functions and Basic Duties

- Oversees performance and accuracy of all accounting functions.
- Prepares journal entries.
- Performs reconciliation of accounts.
- Analyzes revenue and expenses for proper GL account coding.
- Manages the month end close process.
- Prepares balance sheets, profit and loss statements and other financial reports.
- Researches accounting items, solves puzzles, and recommends process improvements.
- Performs variance analysis against budget and prior year results; identifies potential risks and opportunities.
- Supports the annual budgeting processes with all departments with the CFO's guidance.
- Coordinates annual external audit process. Provides auditors with required information, including 990.
- Ensures compliance with government regulations and reporting.

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- Supervises Staff Accounting Specialist and review data entry to ensure accurate financial reporting.
- Coaches business office staff and provides backup and training to ensure continuity of operations, including accounts payable, accounts receivable, inventory, and payroll.
- Performs special projects or other duties as assigned by CFO.

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 not-for-profit 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. Requires strong leadership and diplomacy skills 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.

Education and Experience

- Three to five years of relevant accounting/finance experience in the nonprofit field.
- High degree of computer proficiency and experience with applications applicable to role, including Blackbaud's Financial Edge or equivalent accounting system, Excel (pivot tables and similar advance functions), ADP Workforce Now or similar payroll system, and Google Workspace.
- Knowledge of commonly used concepts, practices, and procedure within the nonprofit finance field; government grant accounting desired.
- Bachelor's degree in accounting or a business-related field with equivalent experience in accounting. CPA preferred.

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.

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The science of medicine, the art of healing®