



Accountant

Harmony Academy seeks a skilled accountant to support our small school program. The accountant is an integral member of a twelve-member, collegial staff with the mission of serving youth in recovery from substance misuse. Harmony Academy opened in 2019 as Oregon's first recovery high school, and it is the only ARS accredited recovery school in the state. We serve tri-county Portland youth, ages 14-21, supporting their recovery and preparing them for graduation and vibrant futures. Harmony is funded through ODE and OHA grants.

Purpose

The Accountant provides financial management, reporting, and control for a very small specialized public school, ensuring that financial information is reported accurately and within reporting deadlines, and that financial records are compliant with school and nonprofit laws and regulations.

Application Process

To apply, email a statement of interest and a resume to harmony.academy.careers@gmail.com

Please describe your experience working with schools and/or nonprofits.

Please include the word "accountant" in the subject line of your email.

Basic Responsibilities

Financial reporting: Prepare and submit financial reports, including budgets, to external organizations and internal stakeholders

Recordkeeping: Maintain financial records and grant records, and ensure they are accurate and up to date.

Transactions: Monitor financial transactions, including vendor invoices, receipts, and expenditures

Audits: Prepare data for annual audits and respond to requests for additional information



Compliance: Ensure that financial activities comply with ODE and nonprofit laws, regulations, and contractual obligations

System Development and Improvement: Develop and implement new or improved financial systems and processes

Staff Support: Provide technical assistance to staff, help with purchasing supplies, answer questions regarding payroll and benefits, onboard new staff (new hire packet, IT, benefits package).

Grant Management: Provide quarterly expenditure and work with the principal and program support specialist to ensure that restricted funds are spent properly

Taxes: Help prepare quarterly and yearly taxes

Salary and Benefits

\$66,319-73,952 1.0 FTE*

Benefits of this year-round position include medical, dental, and vision, term life/accidental death and short-term disability insurance, employee assistance, PERS contributions and the option to contribute to a 403b retirement fund. In addition to regular holidays and school breaks, Harmony provides for sick time and personal time off.

Qualifications

Minimum Qualifications: Bachelor's Degree and two years of financial experience at a school or non-profit

Desired Qualifications: Experience with school finances

*Harmony is open to part-time hours for interested applicants.