



Bookkeeper

Harmony Academy seeks a detail-oriented person with strong bookkeeping skills to support our small school. The School Bookkeeper will work as an integral member of the office team and the larger school 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.

The Bookkeeper manages day to day business operations for the school and financial records, including recording transactions, preparing financial statements, and ensuring accuracy. They also handle tasks like reconciling accounts, managing accounts payable and receivable, and preparing tax forms.

As part of the office team, the Bookkeeper also supports school operations as a whole, including onboarding staff and managing staff benefits.

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

Other duties as assigned.

Job Type: Full-time

Pay: \$50,000.00 - \$68,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Bookkeeping (Required)
- School office: 1 year (Preferred)

Ability to Commute:

- Lake Oswego, OR 97034 (Required)

Work Location: In person

Application

To apply, email a statement of interest and a resume to harmony.academy.careers@gmail.com. Please clearly describe in your email why you want to work with adolescents in recovery. Please include the word "Bookkeeper" in the subject line of your email.

Mailing Address: PO Box 22, Marylhurst, Oregon 97036