



NORTHWEST
ACADEMY

Northwest Academy
Finance Director/Controller

Northwest Academy, a progressive, independent middle school and high school located in downtown Portland, is seeking an experienced full-time Finance Director/Controller to manage the school's daily business and financial matters.

Reporting directly to the Head of School, the Finance Director/Controller's responsibilities include but are not limited to the following: payroll, accounts payable, accounts receivable, tuitions, personnel, and other contracts, budgets, board reporting, tax matters, and insurance/risk management. Other tasks, projects, and responsibilities may be assigned by the Head of School as required.

Aspects of accounting and finance responsibilities and duties include:

- Liaison to auditors
- Budgeting
- Cost accounting
- Month end closing & financial statement preparation
- Board of Trustees and Finance Committee reporting
- Bank reconciliation
- Fixed asset depreciation
- Accounts payable/receivable
- Cash flow analysis
- Insurance
- Preparation of 990s
- Fraud and problem resolution
- Special projects
- Payroll/payroll taxes
- Financial aid analysis

Qualified candidates will have demonstrated proficiency in the following:

- Quickbooks
- Excel
- Microsoft Office/Word
- Access
- SIS or CMS Systems and databases
- Internet research
- Google Docs
- Mac and PC operating systems; working in a virtualized environment

Minimum Qualifications:

- All candidates must demonstrate a commitment to the school's mission, values, and philosophy.

- A Bachelor's degree in accounting and five years of related experience, or an equivalent combination of education and experience sufficient to perform the essential functions of the job; CPA license and experience working with independent schools and/or nonprofits preferred.
- Two years of supervisor experience.
- Demonstrated knowledge of general ledger, accounts payable, accounts receivable, payroll, income tax, and banking.
- Excellent verbal and communication skills.
- Demonstrated analytical and problem-solving ability.
- Efficient work habits, attention to detail and accuracy, and focus.
- Ability to work independently and as part of a team.
- Strong professional character and demeanor, including the ability to maintain confidential records and attend to issues with discretion.

Salary commensurate with experience.

Persons interested in this position should submit a resume and cover letter to Head of School Mary Folberg at mfolberg@nwacademy.org.

No phone calls, please

Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.