



Accounting Specialist

Childpeace Montessori School is seeking an Accounting Specialist to join our administrative team beginning August 26, 2019. This newly created position is an hourly, non-exempt, year-round, part-time position working 20 hours per week with regular weekly office hours (schedule to be determined upon hire). The wage range for this position begins at \$24.00 per hour.

Our ideal candidate has the following combination of skills and experience:

- 5+ years of years of nonprofit accounting experience or an equivalent combination of education and experience.
- Knowledge of general ledger, journal entries, reconciliations, and month-end close, and payroll processing.
- Skill with QuickBooks, Excel, and Google Suite and the aptitude to learn new software. Experience with ADP Workforce Now payroll is a plus.
- Strong attention to detail whether working independently or collaboratively.

Interested applicants are invited to send a cover letter describing why you are interested in this position, a resume, and two references to humanresources@childpeace.org. No phone calls please.

Childpeace is located in urban NW Portland and easily accessed by bike and public transportation. Childpeace supports our staff with a competitive salary structure, a program rooted in AMI standards, a commitment to professional development, beautiful and well-equipped classroom environments, strong administrative support, and a rich, working community of Montessori professionals.

Childpeace Montessori School does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, gender identity, religion, physical or mental ability, or any other status protected under local, state or federal laws in the admission of otherwise qualified students or in the administration of its educational policies or programs, hiring, or employment practices.