



## Open Position

<b>Title:</b>	<b>General Ledger Accountant</b>	<b>Supervises:</b>	<b>N/A</b>
<b>Reports to:</b>	<b>Director of Finance</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>When Needed:</b>	<b>Immediately</b>	<b>FTE:</b>	<b>Full-Time, Year-Round</b>

Seattle Waldorf School is seeking a talented, compassionate, and engaging General Ledger Accountant to help us advance our mission to inspire learning, courage, and joy in the developing human being. We are looking for someone who can work effectively independently and as part of a team. We need a leader who understands best practices in general ledger accounting and who is passionate about the Waldorf educational philosophy and practices and enhancing student life. Salary is competitive with independent schools. SWS offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

**Who We Are:** At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. We are privileged to employ some of the most highly trained Waldorf teachers in the country. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families, and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

**Job Summary:** Under minimal supervision, helps manage the school’s accounting and financial reporting functions and assists the Director of Finance.

### Specific Responsibilities:

#### *Accounting*

- Manage monthly close: establish a formal schedule, book journal entries, and reconcile bank and investment accounts.
- Participate with the school’s independent auditors and support Director of Finance in preparation of documentation for annual audit and of the Form 990.
- Prepare and submit quarterly taxes, reports, and compliance returns; work with Washington State Department of Revenue, Unemployment, Labor & Industries, Internal Revenue Service, and City of Seattle department of revenue.
- Prepare and mail information returns: 1099s and W2s.
- Develop proficiency with all business office software such as Senior Systems, FACTS Tuition Management, and PayNW.
- Work directly with the Development organization to ensure proper entry of cash and stock donations.

#### *Payroll/HR*

- Verify payroll totals and deductions prior to payroll being submitted.
- Serve as a backup for processing payroll.
- Update all employee pay rates annually at start of fiscal year.
- Verify accruals at beginning of each fiscal year in conjunction with the Director of Finance.
- Respond to unemployment claim inquiries.
- Respond to information inquiries from L&I after employee injuries.

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- Help coordinate relationship with payroll vendor and serve as contact person for annual updates such as accruals, paid holidays, rates, and policies,
- Train managers in using payroll system; approve time-off requests and timecards.
- Make bank transfers as necessary.

*Other*

- Provide backup to Accounts Payable; assist as needed with finance tasks and issues.
- Provide backup to Director of Finance on tasks as necessary.
- Establish and cultivate community relations by maintaining open dialogue with all of the school's constituencies.
- Actively participate in the full life of the school.
- Vigorously engage in your own professional development; be a life-long learner who enhances your skills, using state-of-the-art technologies to maintain high standards of performance to produce work products efficiently and effectively.
- Be familiar with and comply with all policies and regulations as put forth in the school's documents.
- Since safety and security are everyone's responsibility, take all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities.
- Perform other duties as assigned.

**Education & Experience:**

- Bachelor's degree in accounting or equivalent major from a four-year college or university required
- Certified Public Accountant preferred
- 3+ years general ledger accounting experience in a nonprofit environment required
- Experience in independent and Waldorf schools preferred

**Required Knowledge, Skills, & Abilities:**

- Detail-oriented with strong attention to follow through and ability to prioritize
- Curious nature with a desire to problem-solve
- Ability to recognize inefficient processes and recommend improvements
- Strong communication, organization, and time management skills
- Efficient, effective team member but able to work independently with minimal supervision
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to keep information in the strictest of confidence
- Proficient at working in a Microsoft Windows 10 environment, using Office (version 2013 or higher); ability to master common automated systems for record-keeping, and confidently learn new technology
- Ability to sit and keyboard up to 8 hours per day
- Ability to talk on the phone
- Ability to work in moderately noisy environment
- Ability to walk, talk, hear, see, stand, sit, and negotiate stairs unassisted
- Ability to lift and carry children up to 40 pounds unassisted
- Able to lift and carry boxes up to 20 pounds unassisted

If that sounds like you, we'd love to hear from you.

**Salary Range:** \$60,000–\$75,000 per year, plus full benefits.

**To Apply:** Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins, please. [www.seattlewaldorf.org](http://www.seattlewaldorf.org)

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