



Open Position

Title:	General Ledger Accountant	Supervises:	N/A
Reports to:	Director of Finance	FLSA Status:	Non-Exempt
When Needed:	Immediately	FTE:	Part-time, Year-Round
Location:	Hybrid (Seattle) or Remote	Hours:	20-28 Hours/Week

Seattle Waldorf School is seeking a talented, compassionate, and engaging General Ledger 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 as well 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. 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

- Is responsible for monthly close, establishing a formal schedule, booking journal entries, reconciling bank and investment accounts
- Participates with the school’s independent auditors and supports Director of Finance in preparation of documentation for annual audit and of the Form 990
- Prepares and submits quarterly taxes, reports, and compliance returns; works with Washington State Department of Revenue, Unemployment, Labor & Industries, Internal Revenue Service and City of Seattle department of revenue
- Prepares and mails information returns: 1099’s and W2’s
- Develops proficiency with all business office software such as Senior Systems, FACTS Tuition Management, and PayNW
- Works directly with Development to ensure proper entry of cash and stock donations

Payroll/HR

- Verifies payroll totals and deductions prior to payroll being submitted
- Backup for processing payroll
- Updates all employee pay rates annually at start of fiscal year
- Verifies accruals at beginning of each fiscal year in conjunction with the Director of Finance
- Responds to unemployment claim inquiries
- Responds 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.

- Helps coordinate relationship with payroll vendor and is contact person for annual updates such as accruals, paid holidays, rates and policies
- Trains managers in using payroll system, approving time off requests and timecards
- Makes bank transfers as necessary

Other

- Provides back-up to Accounts Payable, assists as needed with finance tasks and issues
- Provides back-up to Director of Finance on tasks as necessary
- Establishes and cultivates community relations by maintaining open dialogue with all of the school's constituencies
- Actively participates in the full life of the school
- Vigorously engages in their own professional development; is a life-long learner who enhances their skills, using state-of-the-art technologies to maintain high standards of performance to efficiently and effectively produce work products
- Is familiar with and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities
- Performs 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 preferred
- 3+ years general ledger accounting experience 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
- Able to lift and carry boxes up to 20 pounds unassisted

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

Salary Range: \$45,000-\$55,000 per year based on 28 hours per week, plus benefits

To Apply: Interested candidates should respond immediately by email to careers@seattlewaldorf.org 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