



Open Position

Title:	Director of Finance & Operations	Supervises:	Finance & Operations Assoc., GL Accountant
Reports to:	Head of School	FLSA Status:	Exempt
When Needed:	As soon as possible	FTE:	Full-time, Year-round

Seattle Waldorf School is seeking a seasoned admissions professional to be an integral member of the Advancement and Enrollment Team responsible for ensuring that prospective families have an excellent experience in their interactions with the school across a variety of modalities (email, phone, web, social media, and in-person). We are looking for someone who can work effectively as part of a team and independently. We need a leader who understands best practices in admissions, who is interested in collaborative and multidisciplinary approaches, and who is passionate about working with families to find the right next school. We are looking for staff who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools. Seattle Waldorf School 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. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary:

Under minimal supervision, is responsible for financial oversight and controls, budgeting, long-range financial planning, risk management (financial, safety, emergency preparedness, activity liability, etc.), project management, grant management, and long-term facilities planning. This position also supervises the Human Resources functions and the Financial Aid program. Works closely with appropriate Board committees and attends Board meetings in order to provide full, accurate, and complete management and financial information as necessary to assist the Board in meeting its fiduciary responsibilities.

Specific Responsibilities:

Finance

- Oversees all aspects of financial transactions, financial reporting and external auditing
- Serves as the primary contact with financial institutions, coordinate compliance-reporting relating to school operations and debt management
- Ensures compliance with all government reporting, reviews and approves tax filings (Forms 990, 5500)
- Is responsible for establishing and maintaining appropriate procedures and controls for all financial systems and for supervision of all accounting and bookkeeping activity and personnel
- Prepares and reviews financial and budget statements, ensures that reports are accurate and available for review
- In collaboration with Head of School develops annual budget and recommendations to the finance committee for annual tuition increases and salary adjustments; prepares budget proposal for Board review and approval
- Maintains annual budget ensuring all expenditures are consistent with the approved budget or that any deviations are approved by the appropriate authority

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.

Specific Responsibilities (Cont'd.):

- Engages in long-term budgeting and forecasting to assist in strategic planning efforts
- Works with insurance advisors and brokers to insure that adequate, appropriate and cost-effective insurance is in force, including but not limited to liability, property & casualty, directors and officers, and workers compensation; manages any claims
- Is responsible for oversight and collection of aged accounts receivable, works with parents on financial issues relevant to their children's enrollment at the school
- Oversees transition from internal tuition billing system to tuition billing service
- Supervises financial aid program, reviews and approves awards, in collaboration with the Head of School.
- Oversees grant management, record keeping, and documentation processes as required by governing agencies.
- Maintains records and oversees unemployment claims through Washington ESD
- Oversees school retirement plan in collaboration with TPA and advisors to ensure alignment with school's needs and benefit programs.

Operations

- Supervises facilities staff in establishing and maintain standards of plant housekeeping, maintenance, and repairs commensurate with the limitations of financial resources available with respect to the preservation of property, safety, quality of student & staff life, functional use and esthetic value
- Ensures compliance with all government regulations including but not limited to ADA, OSHA, hazardous materials, fire/health and building inspections, and EPA issues
- Ensures all safety/security systems are fully functioning and operating at the level specified and within the expectations of the school community
- Establishes, maintains, and communicates emergency preparedness plans; supplies emergency contact information to appropriate agencies
- Identifies and manages preventative maintenance and capital project initiatives including buildings, capital systems, and equipment; maintains long-term facilities plan; serves as school liaison with contractors and vendors related to capital projects
- Monitors establishment of priorities and schedule for timely completion of facilities related work
- Monitors facilities budget and supervises negotiations and approval of major contracts, work in progress and payments
- Serves as the primary contact on leases held and offered, holds leases, works with tenants and landlords
- Works with any outside groups who rent/use school facilities
- Oversees technology needs
- Helps facilitate transportation program as appropriate
- Advises Head of School of any situations which may have adverse safety or legal consequences for the school

General Responsibilities:

- 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 required, MBA or related advanced degree preferred
- 5+ years related experience in a non-profit environment, preferably in schools
- Budgeting experience with annual and long-term budgets
- Supervisory experience

Required Knowledge, Skills, & Abilities:

- Strategic thinker with strong organizational skills
- Strong interpersonal and written communication skills facilitating work with all constituencies of the school community
- Ability to work independently in a multi-tasking environment employing organizationally sound decision making and flexibility
- Enjoys being an active member of an administrative team
- Ability to be flexible, balance priorities, and meet deadlines
- PC proficient with extensive working knowledge of MS Office applications or equivalent software, digital communication skills and in-depth database knowledge.; Blackbaud experience preferable
- 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 work in a moderately noisy environment
- Ability, unassisted, to walk, talk, hear, see, stand, sit, and negotiate stairs
- Ability, unassisted, to reach, push, pull, stoop, crouch, climb, lift, grasp, kneel, turn, and balance
- Ability, unassisted, to lift and carry up to 50 pounds
- Ability to sit and keyboard up to 8 hours per day
- Ability to talk on the phone
- Ability to travel locally

Competitive Salary, plus full 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