

Open Position

Title:	Finance and Operations Associate	Supervises:	N/A
Reports to:	Director of Finance and Operations	FLSA Status:	Non-Exempt
When Needed:	2023 – 2024 Academic Year	FTE:	Full-Time, Year-Round

Seattle Waldorf School is seeking an organized individual to join the Business Office. We are looking for someone who can work effectively as part of a team and independently. We need a team player who understands best practices in administration, who is interested in collaboration and who is passionate about supporting school administration. We are looking for staff and faculty 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 general supervision, the Finance & Operations Associate manages accounting functions for accounts payable, and payroll. This position also manages facility rentals, some insurance and HR functions, license renewals, subscriptions/memberships, equipment contracts, and benefits administration.

Specific Responsibilities:

Accounts Payable (AP)

- Pays bills weekly as required
- Tracks and records automatic payments
- Collects credit card receipts for reconciliation
- Enters all accounts payable records in BBMS system by end of the month
- Processes reimbursement requests
- Prepares quarterly no sales tax report
- Closes out AP accounts

Payroll

- Processes payroll twice monthly, new hire set up and data changes
- Enters and codes all employee reimbursements in payroll system

Rentals

- Works directly with renters to arrange rooms, schedule dates and maintain rental agreements
- Enters rental commitments on calendar to inform teachers of any room usage

Benefits Administration

- Submits weekly employee demographics report for new enrollment eligibility and any changes to benefits partners
- Updates to payroll system for benefits and deductions
- Oversees that benefit changes reconcile with insurance premium invoices
- Submits monthly report for HSA contributions and payment

Bus Use

- Processes new driver applications
- Requests driver records report necessary for driver approval

Specific Responsibilities (Cont'd.):

Insurance

- Ensures drivers are added to insurance, acts as primary insurance contact
- Acquires certificates of insurance when needed

Manages Equipment Contracts

- Copiers
- Postage Meters
- Shared cell phone plan

Acts as Primary Contact for Contract with Maple Leaf Lutheran Church

- Payments per negotiated parking usage
- Reserves church building and parking for school events

General Responsibilities:

- Acts as Parent Association Liaison w/finance office
- Tracks Credit Cards usage
- Supports supply ordering with teachers
- Contact for purchases and conference registrations
- Establishes and cultivates community relations by maintaining open dialogue with all of the school's constituencies
- 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 required

Education & Experience:

- Bachelor's degree or experience that is evidence of accounting skill
- 3+ years' experience in a business office environment required
- Experience working in a Waldorf School environment preferred

Required Knowledge, Skills & Abilities:

- Good interpersonal skills
- Solid written and oral communication skills
- Tactfulness and discretion
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency and positionality
- Detail-oriented and resourceful
- Independent self-motivated worker
- 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); Google Suite,; ability to master common automated systems for record keeping, and confidently learn new technology

Salary Range: \$60,000-\$70,000er year

Benefits: Please see our [Benefits Summary](#) which outlines the generous insurance, leave, and other benefits provided for SWS Administration

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