



FINANCE & HUMAN RESOURCES MANAGER

Job Description

SUMMARY: Rainier Prep is seeking an exceptional Finance and Human Resources Manager who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who has proven ability to successfully work with diverse stakeholders, create effective communication, and manage comprehensive systems, policies, and procedures. The Finance and Human Resources Manager will administer a financial operation with integrity, clear and open communication, fairness and an understanding of the needs and interests of a diverse community. The Finance and Human Resources Manager influences organizational culture by working well with Rainier Prep's leadership, the Board of Directors, and all Rainier Prep staff and nurtures a financial operation with clear goals and high standards. The Finance and Human Resources Manager must be wholly committed to Rainier Prep's mission. This person will thrive in a demanding and team-oriented culture. The Finance and Human Resources Manager reports to the Director of Operations.

ABOUT RAINIER PREP:

Rainier Prep is a rigorous college preparatory 5th – 8th public charter school located on the border of South Seattle and Burien, WA. We believe in the inherent capacity of every student to succeed in a college prep environment. Rainier Prep aims to achieve radically different outcomes for students who experience the most obstacles to college degrees and representation in leadership positions.

Rainier Prep opened its doors for the first time in the fall of 2015. Modeled on some of the highest performing charter schools around the country, Rainier Prep's outstanding faculty and staff are transforming the expected educational outcomes for low income, students of color and immigrant students, committing to college and career readiness for each of our students. Rainier Prep's budget is \$4.8 million annually.

MAJOR RESPONSIBILITIES: The Finance and Human Resources Manager will administer a financial operation with integrity, clear and open communication, fairness and an understanding of the needs and interests of a diverse community. The Finance and Human Resources Manager influences organizational culture by working well with Rainier Prep's leadership, the Board of Directors, and all Rainier Prep staff and nurtures a financial operation with clear goals and high standards.



Finance & Bookkeeping:

- Oversee general ledger, including receipts, deposits, payroll, payables, grant allocations, and accruals.
- Prepare budgets and financial reports for funding sources and auditors; general preparation for auditor.
- Oversee budgeting, financial forecasting and cash-flow for administration, existing services and proposed new service offerings.
- Oversee preparation and filing of all required reporting to relevant bodies, including the Washington State Charter School Commission, OSPI and tax filings.
- Monitor for and ensure compliance with organizational policy, applicable law and regulation, and finance/accounting/management best practice.
- Prepare and process monthly payroll.
- Oversee all employee taxes, W2s and W9s.
- Oversee payment of all bills and invoices.
- Oversee all receipts.
- Oversee bank reconciliations.
- Interface and support with other constituencies as needed.
- Support the Director of Operations with contractor negotiations (school food program, transportation, special providers, etc).
- Prepare timely monthly, quarterly and annual financial reports for the School Leader, Director of Operations, Finance Committee and Board of Directors
- Provide finance and budget information to the Director of Development to support grant applications.
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude.

Human Resources Management

- Own day-to-day HR operations including onboarding, salary and benefits management, retirement administration, documentation and compliance, employee relations.
 - Onboard new staff, including employment letters, benefits, retirement,
 - Onboard returning staff, including employment letters, updating benefits, retirement.
 - Maintain personnel files, including I-9s, W-2s and salary and benefit records.
 - Serve as the primary contact for employees regarding payroll, benefits and PTO.
- Prepare letters to employees to reflect their hiring, contract renewal, promotion and departure from the organization.
- Update Employee Handbook to ensure that HR procedures and policies are in line with state and federal guidelines.
- Handle all employee HR-related issues ensuring that the correct procedure is followed on disciplinary action and grievance procedures.



- Ensure that salaries and benefits for staff are in-line with similar organizations, meet the requirements of local labor legislation and are within budget.
- Serve as Rainier Prep's WA State Retirement Systems Administrator
- Serve as Rainier Prep's School Employee Benefits Board Administrator
- Serve as Rainier Prep's Title IX Officer
- Serve as Rainier Prep's Civil Rights Officer

Deliver Excellent Results:

- Staff will consistently have all supplies and materials needed to educate our students at a high level
- All expenditures will be tracked, all expenses paid on time, reimbursements requested timely, and purchases kept within budget

Potential Additional Responsibilities:

- Serve on school committees
- Schoolwide trainings and initiatives
- Work with middle school students

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in accounting, business or a closely related field.
- Minimum of 3-5 years of accounting experience.
- Appropriate handling of confidential materials.
- Experience with benefits administration and other HR functions.
- Ability to multi-task in a fast-paced, dynamic environment.
- Ability to work independently and as a team member with minimal supervision
- Excellent organizational, planning, and implementation skills.
- Excellent writing, communication, presentation, and relationship-building skills.
 - Ability to communicate effectively and graciously and provide financial information in an understandable and concise manner.
- Relevant experience performing skills required for Position Responsibilities (e.g., preparing financial reports, managing general ledger, tracking budgets, working with auditors).
- Strong computer skills with intermediate excel skills.

PREFERRED QUALIFICATIONS

- Minimum of 2 years experience in an HR position.
- Proficiency in Google platform.
- Experience using QuickBooks preferred.
- Experience in administering finances in a non-profit or public agency preferred.
- Familiarity with structured finance, securing financing, working with creditors, etc.

JOB TYPE: Full-time, Remote Work, Monday-Friday,



SALARY: Commensurate with qualifications and experience. Benefits such as time off during school vacations/holidays, health, dental and vision insurance, and retirement will be included with full-time employment.

HIRING PROCESS:

Go to www.rainierprep.org/careers and click "apply here" to begin the application process. Then email a cover letter and resume to apply@rainierprep.org. Please reference **Finance & Human Resource Manager** in the subject line. Rainier Prep will invite selected candidates for interviews. *Applications received by November 9 are given priority consideration*, although we will continue to accept applications after this date until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc. Black, Indigenous, and people of color are encouraged to apply!

EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT:

Rainier Prep is an equal opportunity employer, and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.

NONDISCRIMINATION STATEMENT

Rainier Prep will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Rainier Prep will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. Rainier Prep programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. The below listed compliance officers have been elected to handle questions, comments, and complaints of alleged discrimination. They are available at 10211 12th Ave S. Seattle, WA 98168 or by phone at (206) 494-5979

Title IX Coordinator: Karen Lobos, Director of Operations, klobos@rainierprep.org
Section 504/ADA Coordinator: Mash Makhlyagina, Learning Specialist,
mmakhlyagina@rainierprep.org
Civil Rights Compliance Coordinator: Karen Lobos, Director of Operations
klobos@rainierprep.org