



2024-25 Finance Associate Job Description

www.christinaseixacademy.org

Salary: \$50,000 - \$60,000, based on experience

Christina Seix Academy, an independent Pre-K to 8th grade boarding school, is seeking a Finance Associate to join the Finance Team. Our purpose is to empower extraordinary young people to grow "From Potential to Achievement" by addressing the systemic educational and other barriers that have historically held back children from marginalized communities. We are proud to employ a culturally diverse faculty that is reflective of our diverse student population.

The Finance Associate assists with the operations of the Christina Seix Academy and is an integral part of running our school. The incumbent assists with executing essential financial operation procedures, including purchasing, accounts payable and receivable and payroll.

Qualifications:

- Bachelor's degree in Finance or Accounting preferred
- Accounting experience
- Excellent analytical and quantitative skills
- Excellent computer skills, especially in spreadsheets (Excel, Google Sheets, etc.) and databases

Required Characteristics and Desired Traits:

- Strong written and verbal communication skills
- Strong organizational and time-management skills
- Strong team player able to interact effectively with individuals both within and outside the Academy
- A highly curious individual with a growth mindset;
- Social justice-minded individual committed to making a difference;
- Sustained commitment to diversity, equity, inclusion and belonging.

Job responsibilities include:

Job Specific

- Manage processing invoices and payments using Academy systems;
- Correspond with vendors regarding accounts, services, and orders;
- Accept, track, and analyze tuition payments, including regular interaction with students and their families regarding revenue collection;
- Manage supply logistics, including requests, discussions, orders, purchasing, acceptance, and delivery;

- Assist with payroll processing procedures as needed;
- Prepare and present financial reports to management;
- With latitude for independent work, identify research and prepare special projects, such as reviewing expenditures and allocations, given deadlines and time frames;
- Assist with monthly closing, which includes reconciling Academy accounts such as bank accounts and credit cards and making journal entries.

School Culture

- Work collaboratively with CSA staff;
- Display the highest ethical and professional behavior in working with staff, students, families, and outside vendors;
- All CSA staff are encouraged, and sometimes required, to attend and/or participate in school-wide events, including concerts, athletic events and celebrations

Benefits:

- Competitive salary, based on experience
- Health insurance
- Dental and vision insurance at no cost
- 401k with employer match
- 10 PTO days and 5 sick leave days (in addition to all school closure days)
- 5 Wellness days
- Free meals (breakfast, lunch and dinner)
- Free dinner for family members
- Regular, in house professional development
- Professional development assistance
- Life insurance
- Parental leave

Physical and Emotional Demands: Work is active; it may require long periods of sitting, standing and walking, as well as reaching at or above shoulder height, twisting, pushing/pulling and stooping/bending/lifting to perform activities with students and staff; must be able to work in an open-concept environment where noise and other activities may at times interfere with concentration. Must be able to alter plans/routines when unexpected, stressful situations and multiple interruptions occur without projecting stress/frustration that would adversely affect the work environment.

Equal Opportunity Employer: Christina Seix Academy is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, sexual orientation, national or ethnic origin, veteran or handicapped status in its hiring policies.

Application Instructions:

Interested individuals please send resume and cover letter to Cari Welsh, the Director of People Operations and Talent Development, at cwelsh@christinaseixacademy.org and

Valarie Moreland, Business Manager, at vmoreland@christinaseixacademy.org. For more information about Christina Seix Academy, you are encouraged to visit our website at www.christinaseixacademy.org.