

# Hamlin Robinson School

*Opportunity  
Statement*



## Director of Finance

Start Date: June 3, 2025 | 📍 Seattle, WA

The mission of **Hamlin Robinson School** (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## Our Story

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for 40 years. Our purpose is to fill an unaddressed gap in them K-12 education system failing to adequately address the learning needs of up to 20% of the student population – those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS uses the most effective known whole-class literacy instruction method, a comprehensive, multi-sensory approach adaptive to the school's full curriculum. Most importantly, students learn in a way suiting their needs. For many, HRS is the first place they experience success, confidence, and a sense of belonging in school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds regardless of ethnicity/race, gender, socio-economic status, learning style, physical ability, religion, sexual orientation, and any other aspect of their identity. Please view our Equity Statement and full Non-Discrimination Policy on the HRS homepage.



# Who You Are

- You have a bachelor's degree in accounting or finance (advanced degree preferred)
- You have A CPA or master's degree in business, accounting, finance, or related field preferred
- You have ten+ years of experience in finance/accounting
- You have proven success in an administrative role, preferably including working with a Board of Trustees
- You enjoy leading and growing the Finance team
- You hold and exhibit high ethical standards
- You demonstrate excellent verbal and written communication skills
- You have keen analytical skills and enjoy financial analysis and budget projections
- You thrive in a deadline-oriented workplace
- You are collaborative, flexible, diplomatic, patient, respectful, and possess a sense of humor and professional presence
- You are highly organized and detail-oriented
- You maintain confidentiality
- You love to be a part of a mission-driven team



# Position Summary

The **Director of Finance** (DoF) is responsible for all accounting and financial oversight including the direct management of Accounts Receivable and Accounts Payable. The DoF ensures strong internal controls to protect the assets of the School and effective transaction processing routines which result in meaningful, timely, and accurate financial reporting. The DoF has a broad knowledge of all aspects of accounting and business office operations.

# Responsibilities

## ***Financial Management and Reporting***

- Oversee school finance functions, including tuition billing and collection, accounts payable, payroll, accounting, and reporting
  - Develop and oversee financial policies, procedures, and internal controls to safeguard assets and ensure accurate financial reporting
  - Prepare variance analyses and reports as requested to help monitor the annual operating budget
  - Provide accurate and timely financial and management reports, including standard and other journal entries for the general ledger
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## ***Compliance and Audit***

- Ensure compliance with financial regulatory reporting and compliance, applicable laws, regulations, tax filings, professional standards, and internal policies
  - Coordinate preparation for the annual audit and serve as the primary contact with the school's auditors
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## ***Systems and Software Management***

- Serve as the in-house expert for accounting software (Financial Edge), including attending trainings and maintaining the system
- Manage the School's accounting systems and ensure accuracy of all sub-ledger inputs into the general ledger



## ***Strategic Planning and Analysis***

- Participate in the development of the School's short and long-term fiscal strategies, providing financial analysis, projections, and recommendations
  - Collaborate with the Director of Business + Operations to ensure long-range financial plans coordinate with the school's strategic initiatives
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## ***Personnel Management and Development***

- Lead and oversee the Finance Department team - including direct management of the Senior Accountant and Payroll/AP Specialist - ensuring high performance and adherence to school policies and procedures
- Conduct regular performance reviews and provide constructive feedback to Finance Department staff to foster professional growth and development
- Facilitate the professional development of the Finance team by identifying training opportunities and encouraging participation in relevant workshops, seminars, and conferences
- Develop and implement strategies to enhance teamwork and communication within the Finance Department, ensuring efficient and effective financial operations
- Serve as a mentor to Finance Department staff, offering guidance and support in complex financial analysis, reporting, and problem-solving

## ***Collections and Fundraising Support***

- Manage and maintain online re-enrollment, annual tuition billing processes, and other accounts receivable functions, including collections
- Work closely with the Advancement office to ensure fundraising transactions are accurately transferred across software applications to the general ledger
- Complete other duties as assigned

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## **Compensation & Benefits**

**Salary:** \$150,000-\$170,000 per year

**Position Classification:** Exempt

**Benefits:** 95% employee covered Medical. 100 % employee covered Dental and Vision. 403(b) (up to 7% employer match), Life Insurance, Pet Insurance, and Long-Term Disability. Earn up to 12 Sick/Personal days. 20 Vacation Days.

## **How to Apply**

Hamlin Robinson School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Business and Operations, Max Beron), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Recruiter, at [ashlyn@dovetailedsourcing.com](mailto:ashlyn@dovetailedsourcing.com). *Please do not contact the school directly.*

**In addition to your resume and cover letter, please respond to the following prompt:**

*"This role involves developing long-range financial strategies to support Hamlin Robinson School's mission. Please provide an example of a strategic financial plan or initiative you led. How did you balance immediate needs with long-term goals, and what was the outcome?"*





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