

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## WHO WE ARE

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 the 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 utilizes the most effective known method of whole-class literacy instruction, which is a comprehensive, multi-sensory approach adaptive to the full curriculum of the school. Most importantly, students learn in the 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 are collaborative, resilient, flexible, diplomatic, confident, patient, and possess a sense of humor and professional presence.
- You have a Bachelor's degree or higher and/or equivalent working experience.
- You possess knowledge and experience in accounting, specifically within accounts payable and accounts receivable.
- You have proven computer skills in an ERP system as well as standard Microsoft applications.
- You are organized and motivated with the ability to prioritize and efficiently manage multiple projects and deadlines.
- You have excellent communication skills.
- You are comfortable working with staff, faculty, students, and families.
- You love to innovate, connect with community, and build relationships.
- You maintain confidentiality.

## **THE JOB**

**Position:** Business Office Associate  
**Department:** Business Office  
**Reports to:** Director of Finance/Controller

## **RESPONSIBILITIES**

### **Student Billing & Accounts Receivable**

- Oversee all aspects of student billing, including generating charges and credits per enrollment contracts.
- Maintain accurate student account records, process payments, and generate billing statements.
- Handle ACH payment processing, follow up on declined/returned payments, and resolve banking issues.
- Manage collections, ensuring timely follow-up on outstanding balances and escalating issues as needed.
- Assist families with billing inquiries and online payment systems.
- Generate reports related to student enrollment, financial aid, and budget planning.
- Support financial reporting and annual audit activities related to student billing.
- Collaborate with the Director of Auxiliary Programs to manage billing for auxiliary programs.

### **Financial Aid & Enrollment Support**

- Assist in processing financial aid applications, maintaining records, and verifying supporting documents.
- Provide guidance to families regarding tuition, financial aid, and payment plans.
- Maintain accurate enrollment data and reconcile discrepancies with admissions staff.
- Stay updated on trends and best practices in student billing and financial aid administration.

### **Accounts Payable & Vendor Management**

- Process invoices and payments using an automated accounts payable system.
- Manage corporate credit card tracking, coding, and reconciliations.
- Maintain vendor records, ensure compliance with purchasing policies, and issue annual 1099s.
- Provide expense coding support to departments and ensure accuracy in payables.

### **General Accounting & Financial Reporting**

- Record monthly revenue from multiple sources and manage accounts receivable.
- Monitor daily banking operations and ensure accurate cash flow tracking.
- Assist the Controller in preparing journal entries, reconciling bank accounts, and maintaining financial records.
- Support the annual audit by preparing financial reports and ensuring compliance with accounting standards.

### **Additional Responsibilities**

- Maintain organized financial records and ensure proper archival of documents.
- Provide financial analysis and reporting to support decision-making.

- Assist in general Business Office operations and perform other duties as assigned.

**COMPENSATION & BENEFITS**

**Salary:** \$70,000 -\$80,000 per year

**Position Classification:** Exempt

**Benefits:** Medical, Dental, Vision, 403b (up to 7% employer match), life insurance, pet insurance, and long-term disability.

**HOW TO APPLY**

Please submit a Resume and Cover Letter to:

Bart Brosten, Controller, He/Him

Hamlin Robinson School

Email: [jobs@hamlinrobinson.org](mailto:jobs@hamlinrobinson.org) with "Business Office Associate" in the subject line.