EASTSIDE CATHOLIC

VICE PRESIDENT OF FINANCE

Sammamish, Washington | Anticipated Start Date: November 30, 2026





Our Mission

Eastside Catholic School is a Catholic faith-based educational community where students learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others.

Our Vision

Eastside Catholic School will be the college preparatory school of choice for all families seeking a faith-based, challenging learning community. Our educational environment, based on relationships, will appeal to all faiths and backgrounds. Through this diversity we draw our strength.

About Us

Founded by parents in 1980, Eastside Catholic School is the only seven-year, coeducational Catholic school on the Eastside, serving students in grades six through twelve on a 50-acre campus in Sammamish, Washington. The school is governed by an elected Board of Trustees and accredited by the Northwest Association of Independent Schools.

Rooted in the charism of St. Francis of Assisi, Eastside Catholic educates the whole person—in mind, heart and spirit—and welcomes students of all faith backgrounds. Three Touchstones guide our work: Academic Excellence, which fosters curiosity, resilience and a lifelong love of learning; Relationships, which cultivate belonging, empathy and authentic community; and Servant Leadership, which calls the community to recognize the needs of others and respond with generosity, courage and humility.

Today Eastside Catholic enrolls 827 students drawn from 79 ZIP codes across the Puget Sound region, operates on an annual budget of approximately $25 million, and is supported by a community of more than 5,900 alumni.

827
STUDENTS
in grades 6-12

1980
FOUNDED
by Eastside parents

50
ACRE CAMPUS
in Sammamish, WA

5,900+
ALUMNI
since the first class

$25M
ANNUAL OPERATING BUDGET

Success Profile

Vice President of Finance

Eastside Catholic is seeking a mission-driven, strategic leader with demonstrated success in financial and organizational management. The Vice President of Finance plays a critical role in sustaining and advancing the school's Catholic mission by ensuring long-term financial health and operational excellence.

A key member of the Leadership Team, the Vice President of Finance oversees accounting, tuition administration, investment management, payroll and financial planning. Reporting directly to the President and working closely with the Board of Trustees and its Finance Committee, this leader helps guide the school's financial strategy to ensure both stability and accessibility for generations to come.

While this role requires financial expertise, sound judgment and strategic initiative, success is built on collaboration, transparency and trust. The Vice President of Finance works in concert with faculty, staff, families and trustees to steward the school's resources, balancing careful oversight with a deep commitment to the students and mission of Eastside Catholic. This leader provides clear communication and financial insight to support decision-making, ensures responsible resource management, and supports the long-term sustainability of the school's need-based financial aid program—a key expression of Eastside Catholic's commitment to welcoming families of all backgrounds.

We seek a leader who embodies Eastside Catholic's Touchstones of Academic Excellence, Relationships and Servant Leadership. The successful candidate will be proactive, relational and forward-thinking, capable of balancing respect for the school's founding vision with a readiness to innovate in support of mission. At its core, this position requires a collaborative steward of the school's resources committed to creating opportunities for excellence and ensuring that a Catholic, college-preparatory education on the Eastside remains accessible for years to come.

100%
OF 2025 GRADUATES
accepted to four-year colleges

1 IN 3
STUDENTS
receive need-based financial assistance

47%
STUDENTS OF COLOR
from 79 ZIP codes

25K+
SERVICE HOURS
completed by students annually

24
VARSITY SPORTS
with 75% of students participating



JOB RESPONSIBILITIES

These responsibilities are points of emphasis regarding the work of the Vice President of Finance.

FINANCIAL LEADERSHIP & REPORTING

Oversee all accounting functions, ensuring accurate financial reporting and compliance with GAAP, nonprofit regulations and internal controls. Prepare timely reports for leadership, the Board of Trustees and external stakeholders. Manage the annual audit and coordinate all required state and federal tax filings.

BUDGETING & FINANCIAL PLANNING

Lead annual budgeting and long-term financial forecasting aligned with school priorities. Work with leadership and department heads to develop budgets and compensation strategies. Present plans to the Finance Committee and Board of Trustees.

FINANCIAL MANAGEMENT & RISK MITIGATION

Manage school resources, banking relationships and liquidity. Oversee risk management policies, insurance, reserves and debt agreements. Ensure compliance with financial covenants and support overall financial stability.

TEAM LEADERSHIP & COLLABORATION

Foster a culture of stewardship, service and excellence within the finance office. Lead, mentor and support the Senior Accountant, Tuition Assistance Administrator and Business Office Associate while promoting teamwork and professional development. Collaborate across departments to advance school-wide initiatives and financial planning.

INVESTMENT MANAGEMENT

Manage endowment and restricted funds. Coordinate investment strategy with the Board of Trustees and external managers. Oversee distributions, monitor performance, ensure adherence to the Investment Policy Statement and donor restrictions and file required tax forms.

PAYROLL & HUMAN RESOURCES COORDINATION

Oversee payroll processing and compliance with federal, state and local payroll regulations. Serve as fiduciary trustee for the 401(k) plan. Partner with the Director of Human Resources on compensation structures, benefits budgeting and staffing plans, ensuring alignment with the school's financial plan and mission.

TUITION ADMINISTRATION & FINANCIAL AID ADMINISTRATION

Oversee the school's tuition and financial aid program to balance affordability for families with sustainable revenue. Monitor the tuition discount rate against budget and long-term sustainability targets.



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to the mission, Touchstones and values of Eastside Catholic School as a Catholic, college preparatory institution.
- Bachelor's degree in accounting, finance or a related field required; CPA license or master's degree in a relevant field preferred.
- Seven or more years of experience in a senior financial leadership role, with direct budget and balance-sheet accountability.
- Extensive knowledge of financial accounting, reporting, budgeting and nonprofit financial management, with strong analytical and strategic planning skills.
- Working knowledge of nonprofit fund accounting standards, restricted gifts and endowment management; experience managing institutional debt, lender relationships and covenant compliance.
- Experience overseeing payroll administration and compliance preferred.
- Excellent interpersonal and communication skills, with the ability to explain complex financial information clearly and candidly to a governing board, faculty, families and donors.
- Demonstrated professionalism, personal integrity, initiative and accountability in managing sensitive information, complex projects and confidential matters.
- Strong organizational and time management skills, with the ability to manage multiple priorities in a deadline-driven environment.
- Ability to build and lead high-performing teams, foster collaboration and promote a culture of stewardship and service.
- Proven resourcefulness and adaptability, with openness to growth, innovation and continuous improvement.
- Ability to engage others in difficult conversations, manage conflict and make thoughtful decisions in the best interest of the school.
- Flexibility to work outside normal business hours, including occasional evenings and weekends, as needed to support school operations.
- Successful completion of a background check, including fingerprinting, and Safe Environment training as required by Eastside Catholic School.



WHY THE EASTSIDE

Eastside Catholic sits on 50 acres in Sammamish, Washington, a residential, family-oriented community east of Seattle known for quiet tree-lined neighborhoods, excellent public amenities and a highly educated, diverse population.

The city sits between Lake Sammamish and the Cascade foothills, giving residents direct access to hiking trails, lakeside beaches and state parks, with year-round opportunities to explore the Pacific Northwest. Families are drawn to the area for its commitment to education and its wide range of youth programs, parks and community activities.

Sammamish retains a calm, suburban character while remaining minutes from the professional and technology hubs of Bellevue and Redmond and roughly a half hour from downtown Seattle—an unusual combination of quality of life, natural beauty and access to one of the country's most dynamic regional economies.

Eastside Catholic draws its students from 79 ZIP codes across the Puget Sound region, and its families, alumni, faculty and staff are active in business, government and parish life throughout the Eastside.









COMMUNITY PARTNERS

Eastside Catholic is a member school of the Archdiocese of Seattle and works closely with its Office for Catholic Schools, with local parishes and Catholic feeder schools, and with the Eastside Deanery.

Mary, Queen of Peace Catholic Church, located in Sammamish, is known for its vibrant liturgical life, strong religious education programs and ministries connecting parishioners across generations.

The school is accredited by the Northwest Association of Independent Schools and is a member of the National Association of Independent Schools and the Washington Federation of Independent Schools.



BENEFITS AND SALARY

Eastside Catholic School provides a rich offering of benefits and services to our faculty and staff. Eligible employees may choose from three Kaiser Permanente medical plans, with the Basic plan provided at no cost to the employee; dental, vision, long-term disability and $50,000 basic life insurance are fully employer-paid. The school offers a 401(k) plan with an immediately vested Safe Harbor match, a graduated tuition discount for employees' dependent children, accrued sick leave, paid holidays, personal and bereavement leave, complimentary lunch on school days and employer-paid parking.

The salary range is $175,000 to $230,000, commensurate with experience.

TO APPLY

Candidates should submit all information as soon as possible via Paylocity at bit.ly/3URBzdi or you can use the QR code to access the application.

CANDIDATES MUST SUBMIT THE FOLLOWING DOCUMENTS:

- Letter of interest that is specific to Eastside Catholic School.
- Current resume with all appropriate dates included.
- List of five professional references with name, relationship, email address and phone number.

No references will be contacted without your knowledge and approval. All inquiries will be held in confidence. If you have further questions regarding the position or the application process, please contact Human Resources Manager Veronica Winkler at vwinkler@eastsidecatholic.org.

Applications will be accepted until the position is filled. Interviews will begin in October.

Eastside Catholic School does not discriminate with regard to an employee or applicant on the basis of any status or condition which is protected by applicable law. As a religious institution, not all discrimination laws apply, and Eastside Catholic may invoke its exempt status.

