



DIRECTOR OF ADMINISTRATION

SEPTEMBER SCHOOL IS SEEKING A HIGHLY DYNAMIC AND EXPERIENCED DIRECTOR OF ADMINISTRATION TO HANDLE THE ORGANIZATION'S FINANCIAL AND ACCOUNTING MATTERS, HUMAN RESOURCES FUNCTIONS AND SHARED OFFICE DUTIES.

ABOUT US: September School is an intimate and supportive community that fosters individual development and reawakens the love of learning. We exist to help students feel empowered to be critical thinkers, lifelong learners, and responsible citizens.

We are leading the way in relationship-based education as a private, independent school in Boulder, CO with two campuses, one for high school and the other middle school.

Our dedicated team of faculty and administrative staff work hard for Sept School students to feel heard and valued. We encourage everyone in the school community to take personal responsibility and accountability for their success via the commitment to the tenants of the Community Member Agreement:

SHOW UP ~ TAKE RESPONSIBILITY ~ BE RESPECTFUL ~ CHALLENGE YOURSELF

The primary responsibility of the Director of Administration is to ensure all money and people matters operate smoothly and efficiently, and are managed effectively in accordance with nonprofit best practices and in compliance with governing bodies and regulatory agencies.

This full time exempt salaried position reports to and the Executive Director / Head of School, and works in close collaboration with the Director of Admissions. This position regularly interfaces with staff, students and their families, vendors and contractors, as well as other stakeholders of the organization.

To meet success in this role, the ability to create and maintain appropriate and impactful collaborative relationships, as well as bringing significant expertise in nonprofit accounting and human resources processes and functions in a small business environment with many stakeholders is essential.

TASKS AND RESPONSIBILITIES

ACCOUNTING + FINANCIAL

- Accounts Receivable
 - Track and record receipts and deposits
 - Manage tuition billing and financial aid applications and awards via FACTS
 - Donations / grant receipt and tracking via various third-party platforms
 - Incidental billing as needed for program one-offs
 - Maintain proactive collections efforts for delinquent accounts

- Accounts Payable
 - Process vendor bills and payments
 - Track and process manual monthly payments to various vendors
 - Monthly loan booking (principal vs interest)
 - Track contractor payments for processing 1099's
- Payroll Processing via ADP Run (monthly)
- Tax-Related Matters
 - Liaison with CPA to file 990 return annually
 - Process 1099's
 - Disseminate W-2's
 - Maintain city and state registrations and licenses
 - Track UBIT as needed
 - Prepare property tax reports as requested by the city
- Maintain the Financial Schedule of Activities
- Budgeting
 - Assist the Executive Director and Board of Directors in planning and executing annual budgetary processes and tracking
 - Work in close collaboration within a smaller financial team (including the Board Treasurer)
- Reporting
 - Monthly, quarterly, and annual financial reports
 - Weekly cash flow projections and financial position
 - Bank and third-party application reconciliation
 - Maintain financial transparency, communications, and compliance with regulatory agencies
- Follow nonprofit standards of accounting
- Collaborate w. Executive Director to maintain insurance policies (including audits)
- Ensure policies and procedures are in place to maintain good separation of duties and clear instruction to various money handling stakeholders (staff, board etc)
- Work with legal counsel, Executive Director and Board of Directors as needed regarding escalated financial and accounting matters

HUMAN RESOURCES

- Help ensure a safe, thriving, and respectful environment for all community members alike
- Be a neutral and objective party for staff concerns and inquiries including support with disciplinary actions
- Manage and coordinate hiring, onboarding and separation
- Act as main point of contact for unemployment insurance responses and workshare program
- Prepare necessary documentation for payroll processing
- Coordinate and track employee status changes and important dates (i.e. work anniversaries)
- Monitor and track PTO requests, approvals and determinations
- Health benefits administration (June plan year start)
- Assist Executive Director with staffing planning and management of human resources
- Create and enforce policies and procedures as needed including updating employee handbook to compliance with regulatory requirements and nonprofit best practices
- Work with legal counsel, Executive Director and Board of Directors as needed regarding escalated employment matters

GENERAL + ADMINISTRATIVE

- Share facilities and office management responsibilities as an individual teammate on the administrative team (Executive Director / Head of School, Director of Admissions, Special Projects Coordinator)
- Help create and maintain systems for facilities and office management processes and communication
- Demonstrate regular commitment to upholding the school's Community Member Agreement
- Attend staff meetings and school events as needed and required

- Work effectively as a staff member on campus with responsibility, care and discernment towards the student body (including mandatory reporting duties)

SKILLS & QUALIFICATIONS

- Relevant Bachelor's degree from an accredited university
- At least 5 years of nonprofit accounting and bookkeeping experience
- At least 5 years of human resources management experience
- Experience in office administration, preferably in a management or leadership position in an educational and/or nonprofit environment
- Knowledge of nonprofit and general administrative principles, practices, and systems such as accounting, payroll, procurement, and records management is also necessary
- Proficiency in office software such as Microsoft Office, Google Workspace, or similar tools is also important, as well as familiarity with legal and regulatory requirements like labor laws, tax laws, and data protection laws
- Ability to build relationships effectively and professionally with various stakeholders in a small business environment with dynamic evolving priorities
- Experience developing and implementing HR and accounting policies and procedures
- Ability to balance the needs and expectations of different stakeholders, such as senior management, staff, clients, and regulators
- Excellent communication and interpersonal skills both verbally and written,
- Strong organizational and time management abilities with the capacity to prioritize and multitask
- Critical thinking and problem-solving skills with the capacity to analyze data and make decisions with discernment for when collaboration and/or approval is required
- Leadership and management skills with the ability to motivate and inspire others
- Adaptability and flexibility with the capacity to cope with change and uncertainty
- Efficient in an environment with evolving priorities
- Works well independently as well as with a team
- Demonstrates a commitment to service and the school's mission
- Operates with high level of integrity and honesty
- Exercises excellent judgment in regard to confidential information

COMPENSATION & BENEFITS

COMPENSATION: \$75K-\$85K - commensurate with experience

BENEFITS:

- Employer-Sponsored Health Insurance Coverage (Medical & Dental) Program
- Paid Time Off (PTO)
- Self-Improvement Allowance
- Retirement Plan
- Eco-pass via RTD

APPLICATION:

To apply, please use the platform interface, or send a resume and cover letter to hire@septemberschool.org. This position is being hired on a first best candidate basis.

SEPTEMBER SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY, NATIONAL ORIGIN, VETERAN STATUS OR ANY OTHER BASIS COVERED BY APPROPRIATE LAW.