



**AWSP**  
ASSOCIATION OF WASHINGTON  
SCHOOL PRINCIPALS

**Strong principals. Strong schools. Strong students.**

---

1021 8th Ave. SE, Olympia, WA 98501 | [www.awsp.org](http://www.awsp.org)  
360.357.7951 | 800.562.6100 | fax: 360.357.7966  
[facebook.com/awsp.principals](https://facebook.com/awsp.principals) | @awsp\_principals

## **JOB POSTING - Director of Finance**

### **About AWSP**

The Association of Washington School Principals is a professional association serving principals and assistant principals. Formed in 1972, the Association now includes more than 3,400 members from public and private elementary, middle and high school statewide. It also includes three component boards representing principals, assistant principals and principal interns at the elementary, middle and high school levels.

### **AWSP MISSION:**

Supporting **principals** and the **principalship** in the education of **all students**.

### **POSITION SUMMARY:**

The **Director of Finance** leads all responsibilities related to financial operations, reporting, budgeting, forecasting, and accounting for the Association of Washington School Principals. This position is responsible for monitoring and updating financial policies and procedures, in addition to establishing, maintaining and assessing internal controls for a healthy and growing organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead all financial operations for the AWSP
- Direct Association financial planning and structures
- Regularly review monthly revenue and expenses
- Coordinate, analyze and report the financial performance to the senior executive team and Board of Directors (financial performance, projections and other special projects required)
- Maintain short and long-term financial forecasts of financial performance for use with internal management and external parties
- Lead audit and tax functions, and coordinate activities with outside audit firms and review firms' performance
- Ensure the Association's compliance with all financial statutory requirements
- Improve and maintain financial accounting procedures for cash management, accounts payable, accounts receivable and fixed assets, using generally accepted accounting principles
- Oversee the accounting functions including maintenance of the general ledger, accounts payable, accounts receivable and payroll
- Payroll taxes, quarterly/yearly reports (including Ws's, 1099s, 941, 940, SUTA, L&I, FUTA)
- Oversight Responsible for banking activities, including reconciliations
- Review and improve policies and procedures to ensure that personnel and financial information is secure, including Payment Card Industry (PCI) regulations
- Periodic review of all FASB statements to ensure compliance
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITY:**

This position oversees all fiscal activities in the office, and therefore provides support, training and ongoing professional learning to maximize the skills and talents within the organization. The **Director of Finance** does not evaluate support staff, but will provide input into the evaluation process in order to support ongoing professional learning for all staff.

## **QUALIFICATIONS:**

To sustain the mission of AWSP and support principals, the principalship and all students in our state, the **Director of Finance** must be able to work collaboratively with all stakeholders in a complex organization and perform the above-mentioned duties with confidence and collective efficacy. AWSP is looking for someone who can add to the strengths of the organization and also demonstrate knowledge, skills and abilities as described below:

### **Education:**

Bachelor's degree in Accounting and/or finance is required, with a minimum of 5 years of progressive work experience in the field as a Director of Finance; not-for-profit accounting and/or government contracts experience. CPA experience highly preferred.

### **Skills and Abilities:**

- High level attention to detail and accuracy
- Knowledge of state/federal/non-profit and other grant requirements
- Confidence and experience using various technologies and tools of the trade
- Excellent analytical, data inquiry and problem solving skills
- Excellent organizational skills
- Strong interpersonal skills and willingness to support the professional growth of staff
- Work collaboratively with all stakeholders
- Lead with curiosity and forward thinking
- Ability to communicate with tact, discretion, and courtesy with all stakeholders both within and outside the Association

### **Compensation/Benefits**

- Competitive salary dependent on qualifications
- Medical, dental, vision, life and salary insurance available
- VEBA
- SIMPLE IRA

### **Application Procedures**

AWSP encourages applications inside and outside the organization, and will consider each applicant based upon merit. Applications will be held in confidence. Preference will be given to applicants willing to reside in Olympia, or within a reasonable commuting distance.

Interested applicants should submit (*incomplete applications will not be considered*):

1. A cover letter expressing interest
2. A resume
3. A list of references

Please email, mail or deliver all correspondence and application materials to:

Kim Marquette, Assistant to the Executive Director  
Association of Washington School Principals  
1021 8<sup>th</sup> Avenue SE  
Olympia, WA 98501-1500  
Email: kim@awsp.org

### **Timelines**

Application deadline: December 5, 2017 by 4:00 p.m.  
First round interviews: December 11, 2017  
Preferred start date: January 22, 2018