



SEATTLE NATIVITY SCHOOL

Nourishing Souls & Igniting Leaders for Love and Service

Position

Accountant

Seattle Nativity School Mission Statement

Seattle Nativity School is a Catholic, Jesuit-endorsed STEM (science, technology, engineering, and math) middle school seeking to break the cycle of poverty through an education that nourishes souls and ignites leaders for love and service.

History and Current Vision

The school opened its doors in September of 2013 to its first class of 6th graders. Now, Seattle Nativity School serves low-income youth in 6th grade through 8th grade offering a challenging and supportive learning environment to motivate students of all faith backgrounds. We strive to graduate young men and women for others who are religious, loving, intellectually competent, open to growth, committed to doing justice, and grateful. We track our graduates via our Graduate Support Program offering assistance through high school, college and beyond.

When

2022-2033 School Year

Location

4200 S. Mead St., Seattle, WA 98118

Position Description

The Accountant is responsible for all accounting functions including, but not limited to payroll, annual budget, insurance, reports to Finance Committee, Board of Directors, and government agencies which includes preparing and submitting IRS Form 990.

How to Apply

Interested candidates should complete an application in Applitrack and send their resume and cover letter to: Ms. Veronica Asui, Operations Manager at: vasui@seattlenativity.org.

Candidates of diverse backgrounds are encouraged to apply.

Responsibilities

- Keep excellent accounting records
- Perform monthly general ledger reconciliations
- Reconcile the Accounting records with the Development records on a monthly basis
- Manage Payroll and Benefits
- Develop the Annual Budget
- Prepare reports for Finance Committee Meetings

- Prepare reports for Board of Director Meetings
- Serve as a positive faith-based role model for students and families

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Qualifications

- Bachelor Degree in Accounting required
- At least five years work experience in the accounting field
- Experience working with middle school aged children preferred
- Work collaboratively with others
- Practicing Catholic preferred

Clearances and Training

Criminal Justice Fingerprint/Background Clearance as well as ongoing Safe-Environment Training with the Seattle Archdiocese.

Compensation

Competitive and commensurate with experience.

SEATTLE NATIVITY SCHOOL NOTICE OF NONDISCRIMINATORY POLICY

Seattle Nativity School admits students of any race, color, gender, creed, sexual orientation, religion, or national and ethnic origin to all programs and activities generally accorded or made available to students in the school. Seattle Nativity School does not discriminate on the basis of color, creed, gender, sexual orientation, religion, or national and ethnic origin in the administration of its admission policies, educational policies, scholarships, and other school-administered programs.

Statement of Vaccination Requirement-- Condition of Employment

The Governor's Proclamation 21-14-2 requires all employees of educational institutions (schools) to be fully vaccinated against COVID-19 unless medical or religious (moral/ethical) exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of the COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.