

**Woodlawn School
Position Job Description**

Paul Ibsen & Associates is assisting Woodlawn School in its search for Accounting & Information Systems Assistant. Reporting to the Director of Finance & Operations, the Assistant will be a proven member of teams who thinks analytically; demonstrates a proactive, creative, solution-driven growth mindset; and brings superior skills in time management, follow-through, attention to detail, and implementation of tasks and major projects.

Interested candidates should provide a resume, letter of interest and 3 references to Paul Ibsen, Paul Ibsen & Associates, LLC, paul.ibsen@gmail.com. Please do not contact the school directly.

Start Date: The position is newly created and available now.

Job Title: Accounting & Information Systems Assistant
Department: Finance & Operations
Reports to: Director of Finance & Operations
FLSA Status: Salary / Non-Exempt

Purpose:

This is a full time twelve-month non-exempt position. There are no supervisory responsibilities associated with this position. The Assistant compiles and maintains all accounts payable records and processes. Performs a full range of record keeping and payroll processing activities. Responsible for planning the day-to-day operations of Group Benefit programs. The Assistant supports the effective use of the school's Blackbaud digital operations system. Provide excellent customer service in all facets of operations.

Essential Functions:

Perform all activities necessary to process monthly payroll, including but not limited to maintaining related records, filing tax and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, updating data base, preparing special reports needed for benefit administration. Prepare salary accrual and assist with audit work paper preparations.

Maintain payroll and related records recording the accumulation and use of vacation, holiday, sick and personal leave days. Calculate deductions for benefit plans and incorporate into payroll software. Prepare premium reports and interface with vendor software. Administer voluntary deductions and prepare payment vouchers for accounts payable.

Check for appropriate approval on all invoices and vouchers presented for payment. Prepare invoice deduction notices as necessary. Prepare accounts payable checks, distributed and mail as requested. Prepare account analysis as needed, post entries to general ledger, assist Director of Finance & Operations as needed. Prepare files for filing and storage. Input ideas on creating new forms and streamlining new processes. Print all 1099 forms and file with the appropriate state and federal online processes.

Master and support the use and operations of the school's Blackbaud digital platform. Blackbaud is a computing provider that supports the school's financial management processes, as well as information management for fundraising, enrollment, health, academic and administrative functions. The Assistant will play a lead role in ensuring the proper, effective use of this operating system, assist with training and orientation for school constituents who use elements of Blackbaud, and support the Director's role in ensuring the school makes full use of the Blackbaud system.

Quality and Quantity of Work:

Demonstrates accuracy and thoroughness, applies feedback to improve performance. Monitors own work. Able to set priorities and meet deadlines. Follows policy and procedures. Treats employees with respect. Inspires the trust of others. Observes all policies in place to protect employee data privacy.

Professionalism:

- Completion of administrative tasks and obligations
- Takes initiative.
- Represent the school in a positive manner.
- Maintains an attitude that encourages teamwork and personal responsibility.
- Appearance should reflect the nature of the work performed.

Education and Experience:

The Business Office Assistant should have at minimum a four-year degree in accounting or business. Experience with a non-profit organization or a school is preferable. Experience using Blackbaud (or comparable system) is highly desirable.

Working Conditions:

Must be willing and able to work with multiple distractions. Must be able to do hours of computer work.

The School:

Mission: To produce independent, lifelong learners who are responsible, contributors to a diverse global society.

Overview:

In the early 2000s, Dwayne and Karen Bowman had just moved to Davidson, NC from Washington state. They sought a school in which projected-based learning – an integrated, hands-on, student-centered approach to teaching and learning – and experiential, outdoor learning were central tenets. They believed joyful learning leads to high achievement. Unable to find such a school, they decided to create it, and provide families a place where children would never lose their natural love of learning, a school where teachers, children and parents would become full partners in learning. Woodlawn School opened in 2002 with seven students and four teachers. Today, it features 206 students, K – 12, and 141 young alumni.

From the outset, Woodlawn has created an environment where all students have access to stimulating, thoughtful, hands-on, dynamic learning experiences. Every aspect of the school has been continuously refined and enriched, expanding possibilities for students. All members of the Woodlawn community can participate in and shape the school's ongoing development. The school stands in a strong position for further growth—maintaining proud roots in its values, principles, and traditions, while looking to the future with excitement.

Woodlawn is accredited by SAIS (the Southern Association of Independent Schools) and SACS (the Southern Association of Colleges and Schools). The school is financially stable. In recent years, Woodlawn has completed \$1 million of capital improvements, including the Alumni Track and Field complex, which includes a certified 400-meter, eight-lane track, and interior natural grass soccer field built to NCAA standards.

Interested candidates are encouraged to explore the school's website to learn more:
www.woodlawnschool.net