

Waldorf School | Orange County

Staff Accountant - Accounts Payable



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner
Founder of Waldorf Education



Go, Wildcats!

Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

WSOC Community

With over 35 years of educational success as a College led school, the Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,
Massachusetts Institute of Technology



The Job Opportunity

The **Staff Accountant - Accounts Payable** is responsible for the administration of Vendor Management, Accounts Payable, and General Bookkeeping.

This is a part-time position.

Responsibilities include (but are not limited to):

Accounts Payable

- Receive and verify invoices for payment
- Verify transactions comply with financial policies and procedures
- Audit expense reimbursement receipts and submissions to ensure accuracy and compliance with school policy
- Coordinate approval of invoices and payment of checks
- Reconcile WSOC credit card accounts for payment processing

Vendor Management

- Maintain vendor records and record all checks in QuickBooks
- Maintain updated 1099s for all vendors
- Prepare annual 1099 reports
- Handle vendor inquiries via telephone or email

Worker's Compensation Insurance

- Secure and maintain insurance certificates and W9's from all Independent Contractors
- During the annual Workman's Compensation Audit generate vendor reports as requested by the State or Insurance company

General Bookkeeping

- Accounting Support for the Company of Angels: process store vendor payments

Other Financial Department Responsibilities

- Claim rent credits with the NMUSD
- Maintain a filing system for all financial documents organized by month/year
- Assist the monthly financial close by completing all assigned tasks
- Process check requests for bill payments and orders for various accounts
- Compile reports and records to display summaries for events/fundraising
- Load the annual budget into QBO

General Expectations

- Supports the Mission and Objectives of WSOC.
- Understands and adheres to the need for confidentiality.
- Completes assignments with a positive attitude, following accepted procedures and practices.
- Demonstrates ability to work with others to achieve a common goal.
- Follows policies and procedures regarding time management.

Skills and Competencies

- Outstanding verbal and written communication skills
- The ability to organize and multi-task
- The ability to maintain confidentiality
- Proficient in Microsoft Word, Excel, Google Platform and have a solid foundation of computer proficiency
- Able to foster a strong spirit of teamwork amongst colleagues

Working Hours

- School Hours - Monday - Friday | 8:00 AM - 4:30 PM
- Summer Hours - (reduced) 16-18 hours per week
- Breaks during the school year (November 1 week; Winter 2 weeks; February 1 week; Spring 2 weeks) are generally not considered workdays except as required and agreed upon by supervisor
- Flex work hours are approved by the Business Manager
- Work which is required on nights, weekends or holidays must be pre-approved by supervisor
- All meal breaks and breaks must be taken to avoid penalties
- Time sheets must be maintained accurately in Paycor

Physical Demands and Work Environment:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use their hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Employee will work 20-25 hours per week and evenings and weekends as needed/requested, year-round with reduced summer hours. There is no pay for 6 weeks out of the year for school breaks as listed in the annual school calendar.

Preferred Qualifications

- Bachelor's Degree
- 2+ years of related experience in accounting/finance

Conditions of Employment

- Live Scan
- TB Test
- First Aid and CPR Training (provided by school)
- Mandated Reporter Training (provided by school)
- Sexual Harassment Training (provided by school)

How to Apply

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:

employment@waldorfschool.com

Waldorf School Orange County

2350 Canyon Drive, Costa Mesa, CA 92627

Salary Range

\$22.44 to \$30.25 per hour based on experience and education.

FLSA Status: Non-Exempt, Hourly

Reports to: Business Manager



Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.

Waldorf School Orange County is an Equal Opportunity Employer

and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

In accordance with California law (Education Code §44939.5, as amended by SB 848), applicants for positions with Waldorf School Orange County are required to disclose all current and former employment with educational institutions. Any offer of employment will be contingent upon the completion of required employment verifications.



WALDORF SCHOOL
ORANGE COUNTY



Serving students from 18 months to 18 years
2350 Canyon Drive, Costa Mesa, CA 92627
949-574-7775

www.waldorfschool.com

