



## Director of Finance

**The Academy for Precision Learning (APL)** is a K-12 independent school located in Seattle's University District. We serve students with and without special needs, with a focus on autism. APL provides a personally-tailored, academically rigorous program, with a focus on social skills development. We are currently looking for **Director of Finance** to collaborate with the Executive Director, Leadership Team, and board to build and maintain fiscal, clinical, and operational practices that are consistent with and support the vision of APL. For more information on APL's Program, please visit our website at [www.aplschool.org](http://www.aplschool.org).

### Responsibilities:

- Serve as a trustworthy steward of agency resources:
- Direct fiscal operations and policies, accurately documenting and reporting all fiscal transactions, including payroll, accounts receivable, and accounts payable
- Handles day to day organizational fiscal operations including accounts payable, tuition billing, payroll and insurance invoicing
- Creates the organizational budget and financial modeling processes and manage Operations Department budget
- Lead financial management decision-making processes and monitor fiscal health of the organization, in collaboration with the Executive Director and the Board
- Serve as organization lead in the completion of annual audits and tax filings
- Work with Board Finance Committee to communicate financial information to the board
- Maintain quality financial policies and practices
- Oversee the Administrative Assistant
- Facilitate processes and practices agency-wide that support APL's efficiency and effectiveness:
- Support the Clinical Director in managing compliance with clinical requirements and implementation of clinical policies and quality assurance as required by state licensing regulations
- Provide support over insurance billing processes, consistent with existing processes, and work with third party billing company to manage insurance billing processes
- Play a leadership role in the organization
- Collaboratively set organizational direction and strategy and problem solve big picture organizational questions with other members of the Leadership Team

### Qualifications:

- Passion for APL's mission
- At least 4 years experience of progressive responsibility in accounting or finance
- Experience and knowledge designing and implementing internal controls and accounting guidelines

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Seattle, WA 98105  
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[aplschool.org](http://aplschool.org)



- Able to see strategic big picture and build operational plans to support the mission and strategy of APL, while managing the details of day-to-day administrative tasks
- Experience working with QuickBooks and Microsoft Office
- Detail-oriented and committed to accuracy and follow through
- Excellent customer service skills
- Ability to work independently, manage multiple projects within a dynamic work environment, and delegate tasks strategically
- Demonstrated ability to collaborate on a multi-disciplinary team
- Excellent written and verbal communication skills
- Bachelor's degree in accounting, business management or similar field required, Master's degree or CPA preferred
- Fingerprint clearance through OSPI

**Preferred Skills and Experience:**

- Experience with independent school business operations
- Experience with Applied Behavioral Analysis clinical management and business operations

Job Type: Full-time

Experience:

- Accounting: 4 years (Preferred)
- Quickbooks: 2 years (Preferred)
- Medical Billing: 1 year (Preferred)
- Finance: 4 years (Preferred)

Education:

- Master's (Preferred)

License:

- CPA (Preferred)

Position open until filled. **(To Apply: Please send a resume and cover letter to [jobs@apschool.org](mailto:jobs@apschool.org). Please type "Director of Finance" in the subject line.)**

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