



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOLS

*A Classical Education for the Modern World*

## **Finance and Operations Associate**

**School Year 2023-24**

**Full time 12-month position**

**Start Date: ASAP**

**Location: both campuses**

### **JOB PURPOSE**

The Finance and Operations Associate plays a critical role in supporting the administrative functions of the schools finance, operations, and development processes by managing financial transactions, maintaining operational efficiency, and ensuring the smooth functioning of a variety of activities to support our students, parents and faculty. This position requires a detail-oriented individual with strong organizational and communication skills who can balance serving our two campuses through both administrative duties and while interacting with students, parents, and faculty. Some flexibility in work hours may be required to accommodate school events or peak operational periods.

### ***Responsibilities***

#### **Purchasing:**

- Collaborate with the Director of Operations to facilitate the procurement process for school supplies and textbooks, ensuring timely and cost-effective acquisitions.
- Collaborate with cross-functional teams to ensure alignment of procurement activities with the school's operational goals.
- Manage the coordination of hotel accommodations for professional development events, ensuring seamless arrangements for faculty and staff.
- Oversee the ordering of food and catering services for faculty and board meetings, ensuring the provision of quality meals and refreshments.
- Coordinate with vendors and suppliers to obtain quotes, negotiate pricing, and maintain strong vendor relationships.
- Work closely with the Finance Department to ensure budget compliance and accurate tracking of expenditures, maintaining accurate purchasing records and documentation, including invoices and receipts.

#### **Student Invoicing:**

- Support the implementation of a new integrated invoicing system of families for student fees.
- Support the Finance Department invoicing students and families as needed for services such as bus, lunch, AP exams, aftercare program, sports, technology, etc.
- Manage student fee collection, ensuring accurate records and receipts.
- Respond to parent inquiries regarding invoice and payment status.
- Coordinate with families to set up payment plans as necessary.
- Generate invoices and track payments for extracurricular activities and events.

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**2<sup>nd</sup> Street Campus ★ 5200 2<sup>nd</sup> Street NW, Washington, DC 20011 ★ 202.223.1111**

**Anna Julia Cooper Campus ★ 711 Edgewood Street NE, Washington DC 20017 ★ 202.697.4430**

#### Development/Event Support:

- Collaborate with the fundraising team to support the execution of fundraising activities and events..
- Assist in organizing and coordinating fundraising events, including logistics, guest lists, invitations, and event materials.
- Maintain accurate donor databases and records, ensuring the timely and accurate entry of donor information and contributions.
- Assist in donor cultivation and stewardship efforts, including preparing acknowledgment letters and emails.
- Support the Development Team as needed for the preparation of grant proposals, grant applications, and grant reporting requirements.
- Support the tracking and reporting of fundraising outcomes, including providing information and reports from the donor database for the Board of Governors.
- Work with the Finance Department and Development Team in the reconciliation process to ensure accurate reporting of donations.
- Provide administrative support to the Development Team, including scheduling meetings, preparing materials, and other duties as needed.
- Support the planning and execution of school-wide events as needed, such as student recruiting, fundraisers, faculty meetings, and workshops, etc.
- Assist in coordinating logistics, helping with including venue setup, organizing and managing the catering, and supporting the creation, delivery and distribution of materials for distribution.
- Maintain confidentiality and uphold ethical standards when handling sensitive donor information.
- Support other development-related tasks as needed to ensure the success of fundraising efforts.

#### Financial Management:

- Process invoices, purchase orders, and expense reports for approval and payment.
- Reconcile monthly credit card statements.
- Reconcile monthly development contributions with financial records.
- Assist in budget preparation and monitor budget utilization.
- Maintain accurate and up-to-date financial records.
- Prepare expense reports for management as needed.
- Provide general administrative support as needed to the operations, finance and development departments.

#### *Qualifications*

- High school diploma required; associate's or bachelor's degree in finance, business administration, or related field preferred.
- Strong attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint), the Google suite of products and basic accounting software. Familiarity with fundraising databases (specifically Blumerang) a bonus.
- Excellent communication and interpersonal skills.
- Ability to multitask, prioritize, and work efficiently in a fast-paced environment.
- Previous experience in a similar role or educational setting is a plus.
- Spanish or other language abilities are a big plus.

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*This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.*

## **WHO WE ARE**

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

[Read more](#) about Latin's model, teaching approach, and community on our website.

## **WHO YOU ARE**

You are a master of your content, a curious lifelong learner, and someone who loves working with kids. Additionally, you consistently do the following:

### **For Students**

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;

### **For Colleagues and Administrators**

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### **For Parents**

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

### **For Oneself**

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## **COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Washington Latin is an equal-opportunity employer, and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

### **APPLY NOW!**

Interested in joining our faculty or learning more about our schools?  
Please complete an initial [application](#). Questions? [jobs@latinpcs.org](mailto:jobs@latinpcs.org)

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