

## **JOB POSTING FOR BUSINESS OFFICE**

The Waldorf School of Saratoga Springs (WSSS) is seeking a committed, talented professional to work in our business office. We are looking to fill a part to full time position with a person experienced in accounts receivable and payable, payroll, budget preparation, cash management and financial reporting. Strengths should include good organization skills and strong interpersonal communications.. This candidate should have the ability and willingness to work cooperatively with staff, faculty and board.

The Waldorf School of Saratoga Springs was founded in 1981 and currently serves 240 children from nursery through 12<sup>th</sup> grade. Our eclectic urban campus is spread over three historic buildings, all within walking distance of each other in the lovely town of Saratoga Springs, NY (pop. 30,000). Our Early Childhood building houses a parent-tot program, 2 year old class, pre-school and Kindergarten. The Lower School serves grades 1 through 8, and offers a richness of experience in both class teachers and the special subjects (eurythmy, handwork, French, German, music and spatial dynamics). The High School faculty offers students expertise in all of the subject areas, a foreign exchange program, junior internships and a culminating senior project.

Saratoga Springs is a charming Victorian resort town nestled in the foothills of the Adirondacks. We are 3-4 hours from Boston, New York city and Montreal. Our location offers four delightful seasons, proximity to both wilderness and major cities, and at the same time a comfortable small-town feeling. Because of our popularity as a summer time destination, Saratoga Springs offers many world class cultural events, such as hosting both the New York Ballet and the Philadelphia orchestra. We have a thriving music and theater life, restaurants, shops and community events.

For more information, please visit our website: [www.waldorfsaratoga.org](http://www.waldorfsaratoga.org). Our salary range for this full-time position is \$31,000-38,000 (depending on experience level). We offer a benefits package that includes medical coverage, simple IRA, and tuition remission. Please send your letter of interest, resume and three references to:

Human Resources 122 Regent Street Saratoga Springs, NY 12866. Email: [hr@waldorfsaratoga.org](mailto:hr@waldorfsaratoga.org).