



POSITION AVAILABLE
Finance Associate
THE PUTNEY SCHOOL

The Putney School is seeking a full-time **Finance Associate** to begin work as soon as possible. The Finance Associate will support the Business Office by performing a variety of accounting and administrative tasks. They will also be cross trained in duties related to the operations of the School Store.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

Responsibilities:

- Performs data entry for accounting, payroll, and employment records.
- Performs basic reconciling functions as well as creating journal entries, etc.
- Monitors and orders operating and office supplies for the school.
- Runs customer credit cards and enters charges on accounts.
- Serves as a backup for operating the school store.
- Will cross train in other areas of the business office such as accounts payable.
- Assists with mail distribution, answering telephones, scanning, filing, and other administrative tasks as needed; performs other related duties as assigned.

Benefits:

Competitive compensation depending on experience. Health benefits, paid vacation, and 403(b) retirement plan contributions. Annual professional development opportunities.

Qualifications:

- High school diploma or equivalent required.
- Prior experience working with Microsoft Office Suite and Google Workspace.
- Good written and verbal communication skills.
- Basic understanding of office equipment and clerical procedures and systems.
- Ability to enter data accurately and efficiently into computer software and systems.
- Ability to work independently and identify and solve problems.
- Ability to organize and prioritize work.
- Ability and eagerness to learn new skills and an interest in continuing professional development.
- Ability to pass a criminal-background check and authorization to work in the U.S. are required.
- Some basic accounting knowledge is a bonus but not required (training provided).

Please submit a cover letter and resume to employment@putneyschool.org. We will continue reviewing applications until the position is filled.