

Posted: 4/1/2026

Director of Finance

Job Type: Full Time
Start Date: May 11, 2026 (or mutually agreeable date)
Salary Range: \$95,000 - \$115,000
Location: Seattle, WA
Deadline to Apply: April 20, 2026

ABOUT PILCHUCK

Pilchuck Glass School (PGS) is an international center for glass art education. Our serene campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains in the middle of 15,000 acres of a working tree farm. PGS is located an hour north of Seattle and maintains an administrative office in the city's historic Pioneer Square.

From May through September every year, our [summer and fall program](#) offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers [residencies](#) for both emerging and established artists during the fall and spring. Increasingly, PGS is introducing new programming to populations that have traditionally lacked access to this type of educational experience.

Additional information available at pilchuck.org.

ABOUT THE POSITION

The Director of Finance works closely with the Executive Director in the financial management of the organization. The position serves on the senior management team and contributes to the development and implementation of annual budget, capital budgets, and formation of organization-wide policies and procedures. In addition to the high-level responsibilities, this position also oversees routine bookkeeping functions such as accounts payable, processing checks, and payroll. The position works also prepares monthly finance reporting and will play a key role in audit preparation with our outside firm on an annual basis.

The Director of Finance reports to the Executive Director and will serve as staff liaison to the Finance & Investment Committee of the Board of Trustees. The role will work closely with the Board Treasurer, who serves as Finance Committee chair, to present financials and their interpretation to the committee and the full Board.

The position also works with the Development team to ensure accurate reporting of financial, donor, and grant records with regular reconciliation. As needed, they will lead the development and implementation of new financial policies and procedures.





Primary location is the Seattle office, with occasional trips to campus during the summer. Our office is currently hybrid with flexibility of in-person and work from home. This position will require in-person presence each week. Salary range is \$95,000-\$115,000 with comprehensive benefit package that includes medical, dental, vision, 401k eligibility after six (6) months employment, and generous paid time off.

Position Responsibilities

Budget/Financial:

- Take a lead role in annual budget process to support the budget approval process, in collaboration with the Executive Director
- Collaborate with Executive Director on strategic finance issues and sustainability
- Prepare and share timely monthly financial reports with the Executive Director, Staff, and Finance & Investment Committee
- Analyze financial procedures and make recommendations for improvements
- Review and prepare all city, state, federal tax returns and regulatory filings
- Ensure compliance with all regulatory agencies
- Coordinate preparation and communication for annual audits and timely filing of Form 990
- Manage cash flow, including forecasting cash flow for the year to ensure funding meets organization's operational cash requirements

Bookkeeping Functions

- Reconcile income and expense accounts on monthly basis with Bookkeeper
- Assist with preparation of financial information for grant applications, reports, and campaign reports
- Partner and communicate with campus staff and development team to ensure proper accounting of store sales, tuition, donations, and expenses

Payroll:

- Process payroll on a bi-monthly basis for year-round employees and weekly basis for seasonal staff
- Work closely with campus staff to ensure all employment paperwork for seasonal staff is complete and submitted on a timely basis

Required Skills:

- High proficiency with Quick Books Online accounting software
- Comfortable with online services such as bill payment services and PEOs
- Proficient with Microsoft Office Suite or related software
- An ability to handle and safeguard confidential information

Education and/or Work Experience Requirements:

- Bachelor's degree in related field or equivalent education and work experience
- 5+ years of accounting or finance experience, including 2+ years of supervisory experience
- 3+ years related experience in a non-profit and/or school setting
- The ability to create financial reports, business correspondence, and develop financial procedures
- Strong financial analysis, forecasting, and problem-solving skills
- The ability to present and share information effectively and respond to questions from both internal and external constituencies
- A keen ability to work with details and present accurate analysis
- Ability to foster and cultivate teamwork at all levels of the organization
- Ability to periodically travel to our Stanwood campus (one hour north of Seattle)



Physical Requirements

- Ability to lift at least 20lbs
- Must be able to talk, listen, and speak clearly with fellow staff, program participants, and visitors
- Must have close vision to read, compose, and edit on a computer
- The ability to walk, ascend, and descend stairs and ramps on campus
- The ability to periodically travel to our Stanwood campus (one hour north of Seattle)

TO APPLY

Interviews will be conducted on a rolling basis beginning **April 13, 2026**, with the last day to apply **April 20, 2026**. Email resume, cover letter addressing relevant experience, and contact information for three (3) references to Donna Davies, Executive Director, at jobsearch@pilchuck.org.

Pilchuck Glass School is committed to inclusion and equal opportunity.

Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck provides equal employment opportunity regardless of race, color, religion, creed, sex, age, marital status, honorably discharged veteran or military status, citizenship or immigration status, sexual orientation, gender identity, genetic information, political ideology, caste, the presence of any mental, physical, or sensory disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault or stalking, national origin or any other basis, status or characteristic protected by local, state, or federal laws.