

The Business Manager is responsible for accurately and responsibly managing the business agreements, financial processes, policies and financial records of Pleasant Ridge Waldorf School while being conscious of the importance of this work to the mission of the school and its pedagogical programs.

### **Position Accountabilities**

- ◆ Supports the day-to-day financial activities of Pleasant Ridge Waldorf School.
- ◆ Works in partnership with the Administrative Chair and attends Admin Team meetings as needed.
- ◆ Serves on the Finance, Budget and Re-enrollment Committees.
- ◆ Attends Board meetings as needed.
- ◆ Attends Faculty and/or Faculty Council meetings as requested.
- ◆ Maintains confidentiality when handling sensitive information.

### **Primary Responsibilities and Duties**

- ◆ Manage tuition accounts.
- ◆ Coordinate and track collection efforts on delinquent accounts with written communications to parents and businesses.
- ◆ Manage annual re-enrollment process.
- ◆ Support the tuition adjustment and second adjustment processes.
- ◆ Reconcile parent accounts.
- ◆ Reconcile and maintain all bank accounts, loans, lines of credit and scrip account.
- ◆ Coordinate with parents, faculty and staff of fundraising accounting records.
- ◆ Work with faculty to prepare and maintain individual class expense reports.
- ◆ Prepares Financial Reports; budget spreadsheets, profit and loss and monthly cash flow projections for Finance Committee,
- ◆ Bill all programs (space rentals, special programs, instrument rental etc.)
- ◆ All other duties as needed to support the administrative and front office,

### **Human Resources**

- ◆ Process monthly payroll
- ◆ Manage unemployment paperwork and reporting
- ◆ Coordinates benefits administration (24 hour accident insurance or other as needed)
- ◆ Files hiring document with the state and federal agencies

### **Business Management**

- ◆ Manage all accounts receivable and payables
- ◆ Support annual audit and review
- ◆ Maintain business insurance policies
- ◆ Manage all assets including maintenance of mortgage and title documents
- ◆ Manages restricted grant accounts

## **Qualities**

1. Deeply appreciates and is dedicated to the long-term viability of Pleasant Ridge Waldorf School
2. Flexibility; an ability to adjust to circumstances as they arise
3. Courteous, cooperative, honest, discreet, self-motivated
4. A friendly, welcoming demeanor toward all families
5. A good working relationship with Staff, Faculty, Board, parents and the greater community
6. Willing to pursue professional growth
7. Demonstrates discretion, honesty and integrity.

## **Skills / Qualifications**

1. Completion of a bachelor's degree, associate's degree or equivalent training in financial management.
2. Three to Five years of business management experience.
3. Demonstrated competency in Microsoft Word, Excel, and Quickbooks.
4. Understands/or is open to understanding more about the Waldorf curriculum and philosophy.
5. Respects and is open to learning more about the role of Anthroposophy at PRWS.
6. Is willing to learn and apply the principles arising out of an associative economic impulse.
7. Maintains a professional appearance.
8. Works in an organized, timely manner.
9. Clear oral and written communication.
10. Gives attention to detail.
11. Articulates the purpose and goals of the school.

**Reports to the Administrative Chair and evaluated annually.**

**A background check is completed for all employees at Pleasant Ridge Waldorf School.**

## **Compensation and benefits:**

This position is a 12-month position at 30 hours per week from mid-August through mid-June with reduced and flexible work hours (20 per week) during the summer months between mid-June and mid-August. Weekly schedule will be confirmed through conversation with Administrative Team.

The salary for this position is prorated at 75% of the fulltime base salary \$26,656. A 1% seniority increase in salary for each year completed based on availability and budget approval. Any increase in base wage for 2016-17 has not yet been approved.

A 24-hour accident insurance paid by the school is available as well as a hot lunch four days per week.

Personal days granted are 6 per year. Vacation is granted during regular school breaks or as requested and approved two weeks in advance.