

The Business Coordinator 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
- ◆ Interfaces regularly with parents regarding tuition and fees
- ◆ Works in partnership with the Administrative Team and attends weekly meetings
- ◆ Serves on the Finance Committee
- ◆ Attends Faculty, Personnel and Board of Directors meetings as needed or requested
- ◆ Maintains confidentiality when handling sensitive information
- ◆ Supports the Wisconsin Parental Choice Program

### **Primary Responsibilities and Duties**

#### Tuition Management:

- Manage tuition accounts
- Coordinate and track collection efforts on delinquent accounts
- Assists with annual re-enrollment process: supports tuition adjustment process, and ensures Participation and Financial Commitment (PFC) forms are on file for each family
- Handle billing and payments for additional programs (space rentals, hot lunch, instrument rental, raffle, etc.)

#### Human Resources:

- Process payroll twice monthly
- Prepare and submit monthly, quarterly, and annual employment tax filings
- Manage unemployment paperwork and reporting
- Coordinates benefits administration (24 hour accident insurance or other as needed)
- Files hiring documents with state and federal agencies
- Manage 401(k) contributions

#### Business Management:

- Manage all accounts for receivables and payables
- Manage all assets and liabilities, including maintenance of mortgage and title documents and reconciliation of projects
- Support annual financial audit and WPCP audits
- Reconcile and maintain all bank accounts, loans, lines of credit, investment, and scrip account monthly
- Work with faculty to prepare and maintain individual class expense reports
- Supports the Development around fundraising events and initiatives
- Management of special funding (CARES, EANs, State & Title Funds, etc)

- Prepares monthly financial reports for Development Department, Facilities Committee, Finance Committee (i.e. budget and budget comparison spreadsheets, profit and loss statements, monthly and annual cash flow projections, and balance sheet)
- Maintain business insurance policies
- Manages restricted grant accounts
- Complete all tax filings before deadlines

### **Qualities**

1. Deeply appreciates and is dedicated to the long-term viability of PRWS
2. Flexible; an ability to adjust to circumstances as they arise
3. Courteous, cooperative, and self-motivated
4. A warm, welcoming demeanor toward all families
5. Maintains a positive working relationships with colleagues
6. Willing to pursue professional growth
7. Demonstrates discretion, honesty, and integrity
8. Maintains a professional appearance

### **Skills/Qualifications**

1. Completion of a bachelor's or associate's degree in financial management
2. Three to five years of business management experience
3. Demonstrated competency in Microsoft 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; willing to learn and apply the principles arising out of an associative economic impulse
6. Works in an organized, timely manner
7. Clear oral and written communication
8. Gives attention to detail
9. Articulates the purpose and goals of the school

Reports to the Finance Committee and evaluated annually.

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

### **Compensation and Benefits**

- ◆ This is an hourly, 12-month position at 32-40 hours per week, with flexibility during the summer months and scheduled school breaks. Weekly schedule will be confirmed through conversation with the Administrative Team
- ◆ Starting pay is \$20 per hour, based on experience
- ◆ 24-hour accident insurance available
- ◆ Paid Time Off (PTO) hours are offered each year, based on FTE. Vacation granted during regular school breaks or as requested and approved two weeks in advance
- ◆ Tuition remission available, based on FTE