



Open Position

Business Coordinator

Pleasant Ridge Waldorf School is seeking a Business Coordinator. The Business Coordinator is responsible for the day-to-day financial activities, accurately and responsibly managing all business and tuition agreements, financial processes/policies, and maintaining the financial records of Pleasant Ridge Waldorf School.

Qualifications and Benefits

Strong candidates will have at least 3-5 years experience in business management; demonstrated competency in Microsoft Excel and QuickBooks; excellent written and verbal communication skills; a post-secondary degree in Accounting, Finance or a related field. Benefits include tuition remission, 401(k), annual paid time off (PTO), and financial support for professional development.

Our School and Community

The mission of Pleasant Ridge Waldorf School is to provide a full Waldorf education to children in early childhood through eighth grade and to be a vital and active part of the Driftless region. Founded in 1980, the school is solidly established with an enrollment of approximately 150 students. The school has full member status through WECAN and AWSNA. Dedicated and compassionate teachers, staff, and parents work side-by-side to tend to the dignity and well-being of our children and community of adults. Additionally, we strive to cultivate a harmonious and diverse school community that is ecologically sustainable, financially responsible, morally diligent, socially renewing, and spiritually striving.

Pleasant Ridge Waldorf School does not discriminate in employment practices on the basis of race, ethnicity, religion, national origin, gender, age, marital or family status, disability or any other basis prohibited by federal, state or local law.

Full job description available upon request. Please complete and submit an employment application along with resume and references to:

Jordan Brudos, Personnel Committee
Business Coordinator Position
Pleasant Ridge Waldorf School
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Viroqua, WI 54665
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