



# Berkeley Rose Waldorf School

Business Manager

\$70 - \$85 K + benefits and remission

## **OUR SCHOOL**

An Urban School With Heart: Berkeley Rose Waldorf School is a vibrant, metropolitan school, located in Berkeley/Oakland, California, with access to the greater San Francisco Bay Area and stunning nature in every direction. Our families and faculty are innovative and passionate about providing a holistic education for children.

Founded in 2009, our school serves approximately 150 students from Nursery programs through 8th Grade, along with parent-child classes and parent education events for the local community.

We welcome students, families, faculty, and staff of all races, ethnicities, countries of origin, cultural, religious, ideological and political affiliations, socio-economic backgrounds, gender identity, sexual orientation and any other articulation of human identity. We offer the gifts of Waldorf education to children growing up in highly technologized culture sorely in need of a developmentally appropriate education that centers on what it means to be a human into the future. The Berkeley Rose faculty strive to model a lifelong love of learning and to support the individual journey of every child.

## **ABOUT THE ROLE**

The Business Manager is an integral member of the School's leadership team and collaborates with the School Director and the Board in overseeing the financial resources of the school and in the creation of a mission-driven financial plan that balances the vision of the school with its financial health and well being.

This position is responsible for the financial matters of the school's operations including budget development and management, overseeing school purchasing, HR, and our tuition adjustment program.

This is a full-time, salaried position eligible for full benefits and tuition remission.  
The Business Manager reports to the School Director.

### **Responsibilities of the Business Manager**

S/he ensures that the school's financial and personnel systems are managed responsibly, that the appropriate financial and other business policies are being faithfully executed, and that the school upholds its fiscal responsibilities to the wider community, including federal, state, and local agencies, in a conscientious and timely manner.

### **Primary duties and responsibilities of the position include:**

- Directing the School's financial operations.
- Ensuring appropriate internal controls for the safeguarding of assets and protection of confidential information.
- Working with the admin staff, to keep an accurate continuous record of the cash and financial position of the school.
- Overseeing school business functions, including: tuition billing and collection, accounts payable, contracting, payroll, human resources, accounting and reporting, regulatory reporting and compliance, and other business administration activities.
- Analyzing the school's finances, including budget-to-actual analysis, and understanding trends and forecasting.
- Ensuring accurate and timely financial reporting. Provide quarterly and annual reports to the School Director and the Board.
- Assisting in developing and communicating school's financial policies and procedures.
- Developing the School's annual operating budget, adhering to parameters specified by the School Director and providing regular and timely reports regarding class expenditures to lead teachers and admin and other up-to-date operating expenses as may be helpful.
- Primary lead for Tuition Adjustment program. Primary contact for Clarity TA management platform.
- Modeling annual Tuition and Tuition adjustments for review and approval by the School Director and the Board.
- Coordinate the yearly updating of admissions applications and enrollment contracts with the Outreach/Enrollment coordinators.

- Supervise and liaise with independent accountant with regards to timely filing of 990's, 199's accounts receivable,
- Collaborate with the School Leadership and the Board to support capital campaigns, and campus development/expansion

### **Insurance, External Reporting and other Business Systems**

- Ensuring that the School maintains compliance with all state and local requirements.
- Review and Primary contact for insurance policies, contracts for services and other relationships with vendors.
- Review and approve telecommunications contracts, computer systems and other office contracts.
- Review and Update annually enrollment contract, tuition adjustment protocols and staff job descriptions
- Responsible for handling State/County Health or fire inspections
- Managing the school's insurance and overseeing risk management, including cyber-security.
- Overseeing the process for annual reporting of operating information for AWSNA, DASL, and other annual reporting as applicable.
- Directing relationships with outside financial service providers to:
  - manage banking and investment,
  - assure timely filing of tax returns-990's & 199's
  - complete the renewal of external resources such as the renewal of the annual school insurance package.

### **HR Responsibilities**

- Ensuring that human resources policies and practices are clearly articulated, consistently applied, and conform to legal requirements, including onboarding of new employees
- Keeping abreast of current HR laws and regulations.
- Review and Updates to the Employee Handbook
- Work with School Director and Admin to review and update Parent Handbook
- Responsible for Job Offer letters for new and returning employees
- Work with School Director on annual Salary and Benefits updates or changes
- Complete the renewal of annual employee benefits, including medical insurance, life insurance, and retirement plans including

## **Meetings**

- Meeting with various Faculty & Staff committees of the School as requested.
- Attending monthly Board of Trustee meetings.
- Chairing the Tuition Adjustment Committee.
- Attending weekly All Staff meetings.
- Meeting weekly Administration meetings
- Participating in independent school association events and regular professional development opportunities to stay abreast of best practices.

## **QUALIFICATIONS**

The ideal candidate will possess the following background, skills, and capacities in addition to a demonstrated ability to manage and work collaboratively:

- A combination of education background and/or professional experience equivalent to a bachelor's degree in business administration, accounting, or finance.
- 5 years of experience in a CFO, Controller, Operations or Business Manager role preferred.
- Demonstrated leadership qualities, with a capacity to organize and motivate people.
- High ethical standards, keen analytical skills, and a detail-oriented work style.
- Excellent oral and written communication skills.
- Advanced Excel skills, Quickbooks and/or other financial/accounting software preferred.
- A familiarity with or a willingness to learn about Waldorf education.

## **SALARY AND BENEFITS**

Annual salary range of \$70,000 to \$85,000. Berkeley Rose Waldorf School offers a generous employee benefit program, including support for professional development, full tuition remission for enrolled children, medical and dental plans, paid vacation, personal time off and sick leave.

Full-time Salary Position (exempt)

Year-round, Onsite Administrative Position

**Preferred Start Date: July 8th, 2024**

## **NEXT STEPS**

If you are interested in applying or learning more, email [rachael@berkeleyrose.org](mailto:rachael@berkeleyrose.org)  
Please include Business Manager in the subject line of your email.

To apply, please include:

Cover letter expressing your interest in the position

Current resume

List of three professional references with name, relationship, phone number, and email  
(references will not be contacted without your permission)

We look forward to hearing from you!