



**Business Manager**  
(May 2022)

Mountain Song Community School (MSCS) is a community of families and educators dedicated to the conscious evolution of the whole child utilizing developmentally appropriate holistic education that nurtures body, mind and heart. Our aim is to bring forth healthy, confident, free-thinking, self-directed children who are passionately engaged with their education and empowered to contribute positively to the world.

**Reports To:** MSCS Executive Director

**Job Status:** Regular Full-time

(Salary \$40,000 to \$48,000 based on experience and credentials)

**Job Description Summary:** To ensure all business activities are conducted in an organized, compliant, and productive manner.

**Duties & Responsibilities**

Operations

- Coordinate operational departments
- Ensure projects are completed correctly and on time
- Vendor management & coordination
- Manage vendor background checks
- Negotiate with vendors to receive best possible pricing on goods and services
- Approve order supplies and ensure supply levels are maintained (staff do ordering)
- Emergency Operations Plan coordination, development and implementation
- Crossing guard training and management
- Contract management
- Event planning and coordination
- Respond to walkies in conjunction with school leadership team
- Food service program research and implementation
- Coordinate and oversee afterschool program
- Coordinate liability/ Worker's comp insurance with Insurance Broker

Finance

- School budget management and oversight in conjunction with school leadership team
- Bank deposits
- End of month reconciliation process
- Provide grant assistance

- Attend finance committee meetings
- Parent Council financials & coordination
- Cut onsite checks
- Act as liaison with finance vendor
- Paypal management
- Donor Site management
- Send billing emails
- AP oversight and coordination
- Review monthly financials
- Tax documentation
- Quickbooks oversight and deposits
- Respond to Board financial questions

#### Human Resources (Coordinate with Tatonka Educational Services)

- Ensure compliance with all state and federal standards and postings
- Ensure employees have access to resources
- Onsite HR contact
- Manage onsite HR files
- Onboard/offboard employees in conjunction with company policies and vendors
- Coordinate background checks
- Support payroll department
- Conduct final operations staff interviews
- Provide excellent employee experience and retain staff
- Develop and oversee staffing budget in conjunction with school leadership team

#### Support Information Technology (Front Office)

- Ensure staff have access to secure, high functioning technology
- Develop and implement IT equipment policies and procedures
- Oversee website maintenance, updates, upgrades
- Ensure CIPA compliance
- Act as liaison with technology vendors
- Ensure technical compliance
- IT data management
- Long Term IT planning

#### Governance

- Attend monthly Finance Committee Meetings

#### Compliance

- Ensure required signage and postings are displayed
- Ensure facilities team is meeting safety standards
- On site petty cash/card management
- Ensure policy book adherence
- Act as safety committee chair

- Participate in first aid and CPR training Drill compliance and coordination
- Fire inspection oversight and compliance
- Liability and site insurance management

#### Document Retention

- Ensure documents are retained per the document retention policy
- Update and implement document retention policies
- Manage school document databases

#### Facilities Management

- Ensure all facilities are clean, aesthetically pleasing, and welcoming
- Coordinate annual safety audit and ensure required repairs are implemented
- Facilities staff oversight and management
- Risk management

#### Leadership

- Oversee and manage operations staff
- Address HR issues with staff
- Provide safety professional development opportunities to staff
- Work in conjunction with leadership team to provide an excellent experience for staff and students
- Approve and manage time off requests and substitute assignments
- Other duties as assigned

#### **Minimum Qualifications:**

- Ability to multi-task
- Detailed and effective organizational skills
- Strong knowledge of business administration, accounting, and computer applications (Word, Excel, email, Google, Quickbooks, etc.)
- Proficient writing and clear communication skills
- Three years nonprofit business/financial management experience
- Standard and administrative and business practices and procedures
- Support of Waldorf Education
- Accurately, neatly prepares and presents data
- Proven excellent customer service skills
- Demonstrated experience developing and managing budgets and conducting financial analyses
- Demonstrated experience analyzing processes, identifying gaps and recommending solutions;
- Developing and maintaining effective working relationships internally and externally;
- Excellent communication skills including verbal, written and interpersonal communication
- Ability to write routine correspondence, instructions and other information using correct spelling, grammar and punctuation;
- Ability to present clear and factual information to employees and families;

- A bachelor's degree or equivalent professional experience

**Benefits:**

- Public Employee Retirement Account (PERA)
- Health Insurance - HMO premium for employees paid at 100% by MSCS - enhanced PPO plan and coverage for spouse and/or family available at additional cost.
- Dental Insurance - Basic plan premium for employees paid at 100% by MSCS- enhanced plan and coverage for spouse and/or family available at an additional cost.
- Vision Insurance - basic plan premium for employees paid at 100% by MSCS - coverage for spouse and /or family available at an additional cost.
- \$25,000 life insurance coverage for employee - premium paid by MSCS
- Short Term Disability Insurance for employee - premium paid by MSCS
- 9 days paid time off (PTO) for illness and personal time-off

**Physical Demands and Work Environment:**

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detailed work. Required work will take place outside and in a classroom and will frequently be noisy. Working with youth may require exposure to bacterial and viral contamination.