



WALDEN CENTER & SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Walden Center and School (Walden) is a leader in progressive elementary education and **collective administration**. Our school has a rich history of teaching creative minds and alternative thinkers over the last 60 years, with a strong commitment to a fully-integrated arts curriculum. All of our students have Spanish, Music, Drama, and Visual Art with specialists twice weekly. Here you'll find child-centered education at its best. Our approach to teaching makes learning a multisensory, joyful, and lasting experience. We cultivate a diverse community of learners, families, and teachers to create a secure and textured learning environment. Walden students love to go to school.

We are a school run by a collective. Decision making is consensus-based. We are a small school with big ideas and a big heart where children love to learn and teachers love to teach. If you have a vision of building a close-knit community, of working closely with kids, parents, and a small committed team of teachers, this may be the engaging, invigorating, satisfying job you are looking for.

The Business Manager at Walden Center & School has direct responsibility for all aspects of the financial and business integrity of the school, including, but not limited to, finances, payroll, benefits administration, and long-term sustainability. The work of the Business Manager will be primarily remote, with the requirement to be on campus for meetings, certain events, to pick-up and drop off work, and as needed.

Finance & Accounting

- Work with Collective and Board of Directors (Walden Foundation) to prepare and develop annual budget
- Performs all bookkeeping/accounting tasks including, but not limited to AR/AP/Payroll
- Responsible for maintaining the QuickBooks general ledger in accordance with GAAP
- Prepares all monthly reconciliations and schedules (including bank, investment, accounts receivable, prepaid expenses, fixed assets, accounts payable, deferred revenue, fund balance, payroll and others)
- Process bi-weekly payroll using ADP Workforce Now
- Recommend tuition, salary adjustments and financial aid to the Foundation and Finance Committee
- Prepare timely and accurate monthly and annual Financial Statements with budget variances
- Day to day budget monitoring
- Develop internal controls to ensure school assets are properly controlled
- Maintain relationships with banks and investment firm and manage cash and investments as directed by the Walden Foundation
- Work with Foundation in regards to Walden's Annual Giving Fund and other fundraising events
- Keep school in legal compliance with IRS, State of California and other regulatory bodies
- File annual statements of use tax, business property tax, welfare exemption, business license, 1099s, etc.
- Manage audit if required by the Walden Foundation or other funding sources
- Provide tax accountant with information and ensure the timely filing of the annual IRS and State of CA tax forms
- Complete annual census report for ERISA 403b Plan and ensure accurate filing Form 5500
- Monitor, review, and respond to Independent School Business Officer Administration (ISBOA) emails and attend ISBOA meetings
- Complete insurance renewal forms yearly and make recommendations to the Walden Foundation regarding current policies
- Lead Finance Committee Meetings and manage membership
- Attend Foundation meetings and present financials and other finance related matters

Tuition, Accounts Receivable, & Financial Aid

- Develop and foster professional and collaborative relationships with parents, be available to answer questions timely and manage collections in an empathetic manner
- Maintain student billing database in billing system and reconcile to general ledger
- Oversee school financial aid program and awards in accordance with Walden's mission, philosophy, and financial aid policy
- Manage summer camp billing
- In conjunction with the Admissions Coordinator, utilize School & Student Services (SSS) platform to assess family's financial needs.
- Update and maintain language pertaining to Tuition and fees in handbook, and enrollment paperwork

Human Resources

- Manage on and off boarding of employees
- Maintain accurate records in web-based payroll processing platform – ADP Workforce Now
- Liaise with insurance brokers, attorneys, and other outside parties as needed to address issues as they relate to payroll and benefits
- Produce and distribute updated compensation memos to staff on an annual basis
- Work with Walden Personnel Committee to ensure Employee Handbook is in continued compliance with legal requirements and best practices and communicate with Walden Collective, Foundation, and Finance Committee
- Coordinate open enrollment of Walden's health and other benefits
- Administer Walden's 403b retirement plan
- Review and, when necessary, suggest changes to the employee benefit package

Collective Administrative Responsibilities

- Reflects on and supports the school's vision and mission
- Commitment to participate in collectively administering the school using a consensus model
- Supports ongoing school business after hours and on weekends as needed
- Supports administrative goals generated in the meeting by taking on tasks
- Collaborate with Collective members in consensus building process
- Reads and responds to emails regarding school business in a timely manner
- Attends and participates in relevant school events
- Summer Duties: admissions support, ongoing committee projects, and other tasks; meets when needed

Skills, Qualifications, Experience

- Knowledge of accounting best practices, internal controls, GAAP, with specific application to a non-profit organization.
- Strong familiarity with federal and California labor laws, regulations, and employment best practices
- Experience in risk management, accounting, budgeting, process improvement, and technology solutions
- Highly self-motivated, ability to manage time well, be self-directed and meet multiple deadlines
- Strong problem-solving and communications skills, with the ability to establish trust
- Excellent written, oral, and interpersonal and presentation skills
- Ability to think ahead and plan over a one-to-five year time span
- Strong technology skills
- Consistent exercise of discretion and good judgement with the highest ethical standards
- Ability to work collaboratively within a consensus decision making model
- Experience and knowledge of QuickBooks or equivalent

Preferred

- Experience with BigSiS/Ravenna, SSS, and ADP Workforce Now or equivalent
- Previous experience with independent school administration

Education

Degree in Accounting or equivalent experience

Compensation

This is a part-time salaried position.

\$60,015.78/ 12 month salary

Benefits include Health, Vision, Dental, Retirement contribution, 9 PTO days

For more information about Walden, see our website: www.waldencenterschool.org.

We look for candidates who thrive on ownership, collaboration, service, creativity and collaboration. For more information about Walden Center & School, please visit us at waldencenterschool.org. Salary and benefits are competitive.

Walden Center & School actively seeks to build a diverse student, staff and parent community. We are an avid equal opportunity employer and seek applicants who reflect the rich diversity of the Bay Area. We do not discriminate on the basis of age, ancestry, citizenship, ethnicity, family-care status, gender identity, gender expression, marital status, medical condition, disability, race, religion, sex, sexual orientation, or veteran status.

Submit cover letter and resume to hire@waldencenterschool.org