

Position Title: Assistant Business Manager
Date Modified: June 2017
FLSA Classification: Exempt
Reports to: Business Manager

Description:

The Assistant Business Manager is responsible for working closely with the Business Manager with the overall Best Practice management of the non-educational operations of a private school on the Upper East Side. The role has responsibilities for a broad scope of duties, tasks and responsibilities and as such is considered a stepping stone to the Business Manager position. The three key areas of responsibility are financial management, purchasing and office management.

A. Financial Management:

- Work in conjunction with the Business Manager to manage all accounting policies and procedures to ensure a strong system of internal control.
- Maintain A/P and AR, as well as over sees any Business Office assistants.
- Keeps track of all tuition contracts, as well as other billable items for extracurricular programs.
- Assists with the management of financial aid program.
- Assist the Business Manager in preparation of periodic reporting packages to the Finance Committee and Board of Trustees.
- Participate in the annual audit, including preparation of requested schedules, analysis, and confirmations.
- Reconciliation.
- Assist with payroll and the management of personnel files.

B. Purchasing:

- Manages all purchasing and petty cash.
- Maintain A/P and AR, as well as over sees any Business Office assistants.
- Assists the Business Manager in preparation of periodic reporting packages to the Finance Committee and Board of Trustees.
- Participates in the annual audit, including preparation of requested schedules, analysis, and confirmations.

C. Office Management:

- Manages student transportation program offered through NYC Office of Pupil Transportation.
- Manages signups for extracurricular activities.
- Coordinates front desk reception and backup coverage.
- Maintain A/P and AR, as well as over sees any Business Office assistants.
- Assists the Business Manager in preparation of periodic reporting packages to the Finance Committee and Board of Trustees.
- Coordinates interdepartmental communications.
- Manages all demographics reporting required by school: DASL (AWSNA, NAIS and NYC Guild), BEDS, Mandated Services and other surveys.

- Maintain payroll database and personnel files.

D. Other Responsibilities:

- Involved with HR as needed and attend related meeting when requested.
- Help with research and analysis when needed by the school.
- Fill in and assume responsibilities as needed for the Business Manager.

E. Knowledge, Abilities, and Skills Necessary:

- Bachelor's Degree in accounting or related field.
- Master's Degree achievement or progression a plus.
- Knowledge of generally accepted accounting principles (GAAP).
- Non-profit experience doing accounting work desired, preferably at a school.
- Demonstrate attention to accuracy, detail, and highly organized.
- Ability to prioritize, organize, and manage multiple tasks independently and complete work in a timely and accurate manner.
- Ability to maintain professionalism and exercise strict confidentiality.
- A desire to evolve into a Business Manager is a plus.
- A good sense of humor is a plus.
- Advanced proficiency in Microsoft Office Excel required.
- Knowledge of Blackbaud accounting software and Paychex, preferred.

Our School: The Rudolf Steiner School, an independent nursery-12 school, and the first Waldorf School in North America, is located on Manhattan's Upper East Side. The school is committed to a healthy, embracing community that reflects the diversity of NYC. We prefer candidates with a strong interest in professional development around multi-cultural competency, and a commitment to an inclusive environment. We welcome new faculty to contribute to our vision of Waldorf education for the 21st century.

RSS is a member of the Association of Waldorf Schools of North America (AWSNA) and is accredited by both AWSNA and the New York State Association of Independent Schools (NYSAIS). RSS Inc. is a nonprofit, tax-exempt organization incorporated under the laws of N.Y. State and does not discriminate on the basis of race, creed, sex, sexual orientations, gender identity or national origin.

The school offers competitive salaries and a strong benefit plan, including full medical coverage, a retirement TIAA-CREF plan, life insurance, tuition remission, funding for professional development and a full lunch program. Salaries are commensurate with experience.

Interested individuals should submit a resume inclusive of references and cover letter to Executive Assistant, Nancy Ho-Cortes at nho-cortes@steiner.edu with the job title listed on the subject line.