



### **Business Manager Position**

Honolulu Waldorf School is looking for a full time Business Manager. The Business Manager is responsible for the planning, organizing, and supervising of the schools financial policies, financial processing and records, budget, tuition assistance, risk management, human resources, and business equipment. This position brings focus to all financial matters of the school's operations and provides direction to the administrative staff in the areas of day-to-day financial operation of the school. All transactions should meet the values and expectations of the administrative culture:

- Work according to the administrative team values. Transactions are: warm, timely, responsive, user-friendly, and transparent.
- Work collaboratively with all other constituents of the school, providing information as requested.

#### Expectations are that:

- We always know where we stand financially because we are current in posting income and expenses. We have easy access to both the expenditures in any line item and the totals of expenditures for any line item.
- Reports are easily generated and exportable.
- Information requested is not regarded as extra work but as a service for everyone to do their jobs (development, teachers, Administrative Director)
- Numbers are accurate

Minimum qualifications: Bachelors degree in Accounting, Finance, or related field, 5 years experience in similar position.

Desired qualifications: Masters degree in Accounting, Finance, or related field, 10 years experience within a school, familiarity with Waldorf education.

Salary: Competitive and based on experience

Benefits: Includes tuition remission

The Honolulu Waldorf School is an established coeducational, independent school serving 300 students from Early Childhood through Grade 12. The school is located on two campuses: The Early Childhood and Grades are in Niu Valley with a majestic monkey pod tree-shaded campus; the High School is located on a breath-taking oceanfront property in Aina Haina, both in East Oahu.

If you are interested in joining our team, participating in many aspects of school life, and engaging with interesting people of all ages from diverse cultures, send your CV, cover letter, and three references to [jocelyn@honoluluwaldorf.org](mailto:jocelyn@honoluluwaldorf.org) by February 5, 2018.