BERKWOOD HEDGE SCHOOL

BUSINESS MANAGER JOB DESCRIPTION

The **Business Manager** at Berkwood Hedge School reports the Head of School, and has direct responsibility for all aspects of the financial, business and operational integrity of the school, including, but not limited to, finances, payroll, personnel administration, facilities management, emergency preparedness, and long-term sustainability.

**Financial**

* Work with Head of School and Board of Trustees to produce annual budget
* Performs all bookkeeping/accounting tasks AR/AP/Payroll cross trains staff
* Develop internal controls to ensure school assets are properly controlled
* Work with banks and lenders to determine effective way to leverage debt financing
* Investment management as directed by Board of Trustees
* Prepare timely and accurate monthly and annual Financial Statements
* Keep taxes, insurance, etc. current
* Keep school in legal compliance with permits and other applicable laws
* Day to day budget monitoring
* EBISA and ISBOA meetings
* Coordinate bi-annual publication of East Bay Schools Guide and distribution
* Finance Committee membership
* Management of capital campaign & capital fund
* Management of databases (Annual Giving)

**Human Resources**

* Personnel and Human Resources Management
* Inform Head of School on compliance issues including personnel policies
* Review and, when necessary, make changes to the employee benefit package
* Produce annual employee work agreements
* Payroll

**Property, Plant & Equipment**

* Works with Head of School to produce Capital Budget
* Oversees maintenance and construction projects
* Supervision of maintenance staff
* Neighbor relations
* Site and grounds issues (daily clean-up, plumbing, keys, alarms, leaks)
* Membership on Site Committee
* Administration of larger physical plant needs, as set forth by the HOS
* Emergency procedures
* Liaison for staff & faculty needs (equipment, software, systems, training)

**Administrative:**Supports the school’s vision and mission

* Oversee emergency preparedness serve as a decision maker during emergency situations
* Serves on Board of Trustee Finance and Buildings & Grounds Subcommittees
* Reviews and administers school’s insurance coverage
* Works with Administrative Team to ensure that budgetary goals are being met
* Performs annual reporting requirements government agencies and associations
* Ability to work collaboratively with various constituencies
* Manage equipment
* Administer staff compensation & benefits
* Coordinate parent participation (work commitment hours)
* Other duties as needed

At Berkwood Hedge School, staff member's engagement includes various activities in addition to Learning Specialist’s duties, such as giving extra help to students who need it, communicating feedback directly to the Head of School, encouragement of the efforts of colleagues, concern for the appearance of the school and of the grounds, promptness in meeting all School obligations and flexibility and cooperation in supporting our school’s advancement. Attendance at School events and activities, such as plays, concerts, festivals, and fair is required. Attendance at designated staff meetings, professional development, and  open houses is required.

We look for candidates who thrive on ownership, collaboration, service, creativity and collaboration. For more information about Berkwood Hedge School, please visit us at [berkwood.org](http://berkwood.org/). Salary and benefits are competitive. Submit cover letter and resume to Love Weinstock, Head of School, at [employment@berkwood.org](mailto:employment@berkwood.org). This is a 100% FTE exempt salaried position with some evening and weekend time necessary for events.

*Berkwood Hedge 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 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.*