



Job Announcement

Position: Business Manager

Reports to: Head of School

100% FTE, position open until filled

Brandeis Marin is an independent, co-educational Jewish day school that serves 186 K-8 students and their families in San Rafael, California. Our community reflects the diversity of the Marin Jewish communal fabric as well as the varied religious, cultural and socio-economic tapestry of the world around us. We provide an innovative, project-based education infused with spiritual exploration and discovery. Our community values partnership, open-mindedness and thoughtful intentionality. Our staff and faculty members are dedicated and good-humored and are role models of kindness, caring and integrity.

Brandeis Marin does not discriminate on the basis of race, color, religion, gender identity, national origin, ancestry, sexual orientation, age, or any other characteristic protected by law.

Role Description

The Business Manager is responsible for overseeing all financial operations of the school. Working closely with the Head of School, the Business Manager manages the day-to-day finances of the school, prepares the annual budget, formulates recommendations for the school's tuition to the Board of Trustees and develops both short and long-term financial plans. S/he reports to the Head of School and provides administrative support to the Board of Trustees, specifically the Budget and Finance Committee and the Investment Committee in an ex officio capacity. S/he works closely with an outsourced HR team and the seasonal Tuition Assistance Manager.

Primary Areas of Responsibility:

Finance

- Day-to-day management of the operating budget and working with all school departments to ensure expenses are managed efficiently and according to budget
- Prepare the school's annual and multi-year budgets that reflect the long-term goals of the school

- Prepare financial statements on a regular and timely basis, and present them to the Budget and Finance Committee
- Responsible for AR/AP, purchasing, accounting, cash management and sound business practices in general
- Serve as an ex-officio member of the Budget and Finance Committee and the Investment Committee
- Stay up to date on new developments and changes to Generally Accepted Accounting Principles in the non-profit sector
- Responsible for all banking, cash management and investment activities of the school
- Oversee and keep current an inventory of all fixed assets
- As needed, oversee the preparation of loan documents and compliance with all covenants therein
- Prepare and coordinate annual audit with external auditors
- Oversee preparation and submission of 990 tax return based on Audited Financial Statements
- Oversee the allocation and distribution of tuition assistance. Serve as a member of the Tuition Assistance Committee

Personnel Management and Human Resources

- Manage salary review process, benefits administration, and long-range salary forecasting
- Assist the Head of School in establishing the salary and benefits package for the school
- Oversee the selection and implementation of the school's employee benefit program
- Manage the contractual relationship with the HR consulting team
- Liaise with the outsourced HR consulting team to assure compliance with current employment law, review the Employee Handbook on an annual basis, and process monthly payroll
- Provide internal support on the implementation of HR policy and pay & benefits administration to employees

School Facilities

- Work with the Director of Operations and Head of School to develop long-range plans for improvements and repairs to existing facilities
- Oversee deferred maintenance budgeting
- Develop capital budget
- Serve as a primary contact for leased facilities

Risk Management

- Select and maintain appropriate insurance to protect school property and cover the liability of the school, its employees and the trustees of the school.

Government and Legal

- Responsible for filing all reports, as required, to city, state and federal agencies
- Provide leadership to the school in areas of legislation that affect the school, particularly those associated with personnel policies

Other

- Assist the Head of School and Board of Trustees in long-range and strategic planning for the school
- Perform other duties as assigned by the Head of School
- Represent the school at regional, state and national associations as it relates to the role of Business Manager
- Collaborate with the Director of Advancement to expedite and reconcile all methods of donations such as cash, stock transfers, eCommerce, corporate matching, grants, and planned giving bequests
- Administer all vendor donation programs such as AmazonSmile, Boon Supply, etc.
- Assist the Head of School and relevant department heads with negotiating and maintaining all vendor contracts
- Maintain strict confidentiality handling the sensitive financial information of the school and families

Skills and qualifications:

- A degree in accounting, business administration, non-profit management, or a related field
- Minimum of 5 years professional experience in business management and finance, preferably in an independent school
- Proven leadership and mentoring skills as well as the ability to work collaboratively with many different groups within the school to advance the institution's financial future and stability
- Excellent communication skills, both written and verbal
- A collaborative, team player with experience on leadership teams
- A mission-driven people person with an ability to inspire and enlist the support of others
- Technical Skills: Knowledge of Quickbooks, Excel, Google Suite

Physical Requirements and Work Environment:

- Occasionally lift up to 30 pounds
- Generally works in standard office conditions and climate

If you are interested in applying for this position, please send a cover letter and resume to jobs@brandeismarin.org.