



DWS Business Manager

The [Davis Waldorf School](#) (near Sacramento, CA) is seeking a full-time Business Manager. We are accredited by and a full member school of AWSNA and WECAN. Our 34-year-old school serves 150 children from preschool – 8th grade and offers a full Waldorf curriculum.

- Part-time 6 month contract with the possibility of becoming permanent in the future
- AWSNA accredited school with a beautiful 5-acre campus in North Davis
- Work with the leadership team shape the future of DWS

Position Responsibilities

DWS seeks Business Manager a strong foundation accounting to support the day-to-day operations and the strategic vision for Davis Waldorf School. Key responsibilities for this newly created position: are:

- Supervise book-keeper and oversee outsourced payroll, account receivable and accounts payable
- Responsible for completing financial and management reporting
- Develops budget and sets tuition with input from faculty, Board and staff
- Manage the annual audit process
- Support the teachers, board, and other community members in ongoing development and fulfillment of the DWS strategic plan
- Support school fundraising and events
- Coordination of tuition assistance program

Required Qualifications

- Associate's or Bachelor's degree in Business Management or Accounting
- Demonstrated experience working within an administrative team
- Supervisory experience required
- Excellent verbal and written communication skills
- Professional, proactive, collaborative team player

Desired qualifications

- Knowledge of Waldorf education or work experience within education sector
- Experience in human resources would be highly desirable
- A background in Not-For-Profit accounting

Davis, California

[Davis](#) is 20 minutes from Sacramento, the state capitol. About two hours from Lake Tahoe and one hour from the San Francisco Bay Area, wine country, and beaches, the region offers many cultural and entertainment attractions. Davis is a university town of approximately 70,000 with a progressive, innovative, international, and engaged community. It is noted for the quality of its educational institutions, its small-town style, environmental programs, parks, tree preservation, over 50 miles of bike paths and greenbelts, and its local and regional bus transit system.

To apply: please mail or email a cover letter, your resume, and contact information for at least three references to the Davis Waldorf School at: boardchair@daviswaldorf.org