



**Association of Waldorf Schools of North America
Position Description – May 2025**

Position Title: AWSNA Business Manager
Full-time, exempt

Reporting To: Executive Director, Operations and Member Resources

Position Summary

The Business Manager administers the areas of Finance, Human Resources, and Risk Management.

Key Responsibilities

Finance

- Manage general accounting functions, including accounts payable, accounts receivable, multi-class income statements, restricted grant and fund accounting, and payroll
- Interact with school's staff on dues computations, invoicing, and collections
- Maintain dues database and create reports
- Prepare financial reports for Finance Committee and Board of Trustees
- Attend meetings of the Finance Committee
- Assist in the preparation of the annual budget and cash flow projections
- Oversee cash management
- Coordinate annual audit
- Ensure timely preparation of tax returns and all required annual filings, including W-2s, 1099s, state annual reports, charitable giving registrations, and FBAR
- Ensure best practice in the Business Office. Monitor and amend, where necessary, and implement financial policies
- Establish and maintain fiscal files and records to document transactions in accordance with Document Retention policy
- Vendor contract review and negotiations
- Implement and monitor internal controls with attention to proper segregation of duties to ensure the security of AWSNA's assets

Human Resources

- Oversee payroll process
- Manage health plans, benefits, and 403(b) plan
- Oversee background checks

Approved by Stephanie Rynas May 2025

Reviewed by

- Complete Annual review and production of Employee Handbook
- Administer and Monitor leaves, disability, attendance and workers comp
- Perform risk management as it relates to development and implementation of employment policies and OSHA compliance

Compliance & Risk Management

- Perform risk management/annual insurance review
- Ensure compliance with all governing agencies, including IRS, states, Department of Labor, ERISA, etc.

Other

- Support Executive Director of Operations and Member Resources on special projects
- Assist the TELG Administrator with implementing policies and processes
- Provide support to AWSNA staff, as needed
- Other duties as assigned

Qualifications & Skills

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field (preferred).
- 5+ years of experience in non-profit business management, or accounting (preferred).
- Proficiency in accounting software (e.g., **QuickBooks**) and payroll systems.
- Strong knowledge of HR policies, payroll regulations, and financial reporting.
- Excellent organizational, problem-solving, and time management skills.
- Strong attention to detail and ability to handle confidential information.
- Effective communication and interpersonal skills.
- Ability to learn and adapt to new software systems, including **CRM platforms**.
- Comfort working with **AI-driven tools** to improve efficiency and automation in business processes.

Working conditions

- Typical office conditions and working hours
- Ability to travel preferred

Physical requirements

- Ability to sit or stand in front of a computer screen for extended periods of time.

Direct reports – none**Review Timeline / Frequency**

- Annual performance review overseen by ED, Operations & Member Resources
- Annual review of role description overseen by ED, Operations & Member Resources