



Business Manager

About Us -

Peace Valley is a K-8 charter school located in the growing, bustling city of Boise, Idaho. As the first Waldorf school in our area, we have the privilege to grow alongside our community and bring this wonderful form of education to families who would not otherwise have the opportunity to experience it. Our school culture is collaborative, vibrant, and growing to fill the needs of our unique community in Boise. We are strongly led by the Waldorf principles, and by our shared experiences and intuitions as educators.

As a school, we at Peace Valley aim to bring forth healthy, confident, free-thinking, and self-directed children who are passionately engaged with education. We want to empower all of our students to contribute responsibly to the world and to appreciate the importance of peace, respect, and compassion.

About the Position -

As the Business Manager at Peace Valley, you will be responsible for furthering this mission by managing the financial operations of the school. Your primary responsibilities will include reporting, bookkeeping, and budgeting. The ideal candidate is innovative, self-directed, detail oriented and passionate about Waldorf education.

Qualifications -

Minimum

- A Bachelor's degree in accounting, business or related field
- 2 years experience in accounting and budgeting in an educational setting
- Proficient in Quickbooks and nonprofit accounting



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- Communication skills to be able to effectively explain the school's current and projected finances to the school Administration and Board of Directors
 - Ability to maintain accurate and precise records according to federal and state law, administrative rules, and Board policy
 - Knowledge of governmental and generally accepted accounting principles
 - Valid Idaho identification
 - Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Responsibilities -

- Budget administration and forecasting
- Analyze financial reports and make recommendations to the Administration and to the Board
- Approve expenditures in accordance with the budget
- Process Payroll, administer benefits (medical, dental, vision, PTO, PERSI), and maintain HR records and personnel files
- Perform daily accounting entries in QuickBooks, manage vendor accounts and contracts, and purchase supplies
- Deposit school funds into the bank account, monitor bank statements and reconcile monthly.
- Timely filings of payroll taxes, State and Federal reporting requirements, and Charter Commission financial reports.
- Prepare and present all financial statements (including cash flow, balance sheet, income statements) to the Board of Directors at monthly meetings.
- Collect and retain the appropriate documentation for audit and tax purposes
- Risk management, including policy adherence, internal controls, and record retention.



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- Predict Federal and State funding using provided calculators
 - Research and apply for Grant opportunities
 - Perform financial modeling and analysis of other income streams (summer camps, aftercare, paid kindergarten, homeschool groups)
 - Maintain confidentiality of staff and students per FERPA guidelines
 - Assume responsibility for his or her continuing professional growth and development
 - Performs other related duties as assigned or directed by the Principal and School Board.

Benefits -

- Healthcare
- PERSI retirement benefits
- Personal Time Off and sick leave
- Ability to have a hybrid work schedule
- Salary Range – \$55,000 - \$65,000, DOE

How to Apply - Please send your resume and cover letter to employment@boisewaldorf.org. Include any questions you may have about the position.