



Business Manager- Available Immediately

Thacher Montessori School, toddler-8th grade (www.thacherschool.org) seeks a business manager to begin in November/December, 2016. This is a 12-month, full-time or near full-time position.

The ideal business manager candidate will have:

- A Bachelor's degree and additional education in finance and operations
- Five years of business experience, with at least three in a school or non-profit
- Success supervising support staff and connecting with colleagues and leadership
- A warm and caring personality with an affinity for learning while leading

The business manager will be responsible for the following:

- Working with head, leadership team, finance committee, and board to develop annual operating budgets and longer-term budget plans
- Ensuring that the financial resources of the school are applied consistent with the budget and in ways that support the mission of the school, and coordinate with the school's auditors in the production of the financial accounts and tax returns
- Treasury management and the implementation of the school's investment policy and relationship with the school's bank
- Ensuring the school has appropriate insurance coverage and coordinating the school safety and emergency response procedures
- Working with the director of admission to carry out the financial aid program
- Supervising an assistant business manager in administering finances and HR
- Supervising a facilities manager and working with a buildings and grounds committee to maintain the buildings and grounds
- Working with other staff to coordinate school events
- Serving as a vital member of the leadership team

Located within a half-mile of Boston city limits, the school enjoys a rich cultural and geographic diversity in a natural setting, lying between a 7,000-acre nature preserve and The Wakefield Estate, a 23-acre arboretum with livestock and specimen gardens, used for the adolescent program. Each of our 10 classrooms in a 1989 building designed for Montessori schooling is led by a Montessori trained guide and an assistant and, at the elementary/adolescent levels, specialists. With a strong foundation built over the last 44 years, the school is poised to carry out its mission as a learning organization in new ways.

Please send letter of interest and resume to **Thom Greenlaw, Principal- Creative Independents** at thomgreenlaw@gmail.com by **September 30, 2016**.

Equal Opportunity Employer