



FOUNDED 1970

THE **NEW** SCHOOL
MONTESSORI



Job Title: Business Manager

Location: The New School Montessori – Cincinnati, OH

Reports to: Head of School

Position Overview:

The Business Manager is a key member of the administrative leadership team, responsible for the financial, human resources, and operational management of The New School Montessori. This full-time, year-round position ensures the school's fiscal health, oversees payroll and benefits processes, manages insurance, and supports annual budgeting and audit processes. The Business Manager works collaboratively with the Head of School, Board of Trustees, administrative team, and faculty to support the school's mission and day-to-day functioning.

Key Responsibilities:

- **Financial Management:** Oversee accounts payable and receivable, monthly financial statements, annual audits, and budget planning. Manage banking, investment accounts, tuition billing, and payroll processing.

- **Human Resources:** Manage hiring paperwork, onboarding, benefits enrollment, and compliance with employment regulations.
- **Benefits & Insurance Administration:** Coordinate health insurance renewals, wellness initiatives, and TIAA-CREF retirement plan contributions and reporting.
- **Board & Fundraising Support:** Collaborate with the Board on budget planning, financial reporting, and fundraising reconciliation.
- **Vendor & Facilities Oversight:** Manage vendor contracts, front office operations, and auxiliary services such as aftercare billing and club rentals.
- **Admissions & Enrollment Coordination:** Work closely with the Admissions Director on tuition planning, financial aid data, and contract processing.
- **Event & Program Support:** Provide logistical and financial support for annual events such as the Auction, Walkathon, and Pancake Breakfast.
- **Compliance & Reporting:** Ensure timely completion of state and federal filings, including 990s, 5500s, W-2s, 1099s, and healthcare-related documents.

Preferred Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (CPA or advanced degree a plus)
- Strong experience with bookkeeping, payroll, QuickBooks, Excel, Google Sheets, FACTS, and financial reporting
- Familiarity with independent school operations preferred
- Excellent organizational, communication, and interpersonal skills
- Detail-oriented with the ability to manage multiple priorities and meet deadlines

Benefits:

- Health, dental, and vision insurance
- Competitive Salary
- 403(b) retirement plan with employer contribution
- Flexible summer hours
- One week Spring Break and two week winter break
- Paid time off and school holidays
- Tuition discount for children enrolled at the school

- Opportunities for professional development
- Collaborative and mission-driven school community

Website: <https://newschoolmontessori.com/>

Facebook: <https://www.facebook.com/TheNewSchoolMontessori/>

How to Apply:

- Send resume to Head of School, Jeff Groh at jeff.g@newschoolmontessori.com