

RSFF BUSINESS MANAGER RESPONSIBILITIES

- Ensuring that the organization runs smoothly by coordinating the finances for human resources, facilities, programs, and fundraising departments
- Create the yearly budget for the Rudolf Steiner Fellowship Foundation
- Generate Monthly Projections for current year and report to Leadership Team and Board
- Create Quarterly Financials for Board Meetings one week before Board Meetings for review by the Leadership Team and finance committee
- Be prepared along with the Treasurer to speak about RSFF's current finances at Annual Member meetings
- Provide Cost analysis studies for the Board as requested.
- Propose member fees for each year based on program cost
- Manage the distribution of the Member support grants
- Review/revise salary and benefits schedule with the Leadership Team
- Create the financials for the Annual Report
- Review books monthly in the role of a controller
- Monitor delinquent accounts and negotiate unresolved late payments
- Monitoring cash flow: Establishing departmental budgets and providing quarterly budget v/a actuals monitoring cash flow
- Set up systems and procedures as required to establish sound fiscal policies that ensure longevity of the organization.
- Serve as point person for Finance Committee meetings.
- Provide human resources coordination in such areas employee benefits, retirement plan, disability claims, workers' compensation claims and FMLA requests and tracking.
- Oversee the processing of payroll on a bi-weekly basis (done by the controller), ensuring hours worked and paid time off are tracked and administered according to company policies as well as federal and local law.
- Manage the retirement plan including plan administration and annual compliance audit.
- Oversee all Capital Projects Budgets
- Review all insurance yearly (Health, Liability, Board etc.)

- Obtain quotes for health and business insurance
- Handle any insurance related matters or claims
- Implement and maintain Retirement Plans.
- Maintain Salaries and Benefits Package
- Creation and maintenance of Employment Agreements and Wage Forms
- Oversee all quarterly and annual tax filings and reporting - including W2's and unemployment insurance, and unemployment insurances audits

SKILLS REQUIRED

- Bachelor's Degree in Business Administration, Accounting or related area is highly preferred.
- Extensive knowledge or working in QuickBooks (e.g., Online), MS Office products and other management tools including Google documents and drive.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to multi-task and work independently and as part of a team with demonstrated highly effective organizational and time management skills.
- Ability to collaborate with others both internally and externally.
- Ability to exercise confidentiality on sensitive issues and practice discretion in the interest of RSFF
- Ability to consistently present a positive attitude and contribute to a harmonious team environment with enthusiasm and energy.
- Promotes and adheres to RSFF's mission, vision, and values; policies and applicable laws in a fair and equitable manner.
- Represents RSFF in a professional manner to the community, vendors, and internal personnel