



## HIGH MEADOWS SCHOOL

**High Meadows School** in Roswell (Metro Atlanta), Georgia seeks a new **Business Manager**. The School takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise.

The school has retained **Big Back Pack LLC** to execute a national search for its next Business Manager. **For more information, contact Steve Mandell at [steve@bigbackpack.org](mailto:steve@bigbackpack.org).**



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### The Position

The new Business Manager will oversee all aspects of the school's finances and business operations including accounting and human resources with coordinating responsibilities for facilities and the on-campus animal program. S/he must develop and maintain strong, collaborative relationships within the leadership team, department heads, educational team leaders, parents within the school and the larger school community.

The Business Manager is a member of the Senior Leadership Team, reports directly to the Head of School and works closely with the Board of Trustees.

**Successful candidates will have measurable experience in both accounting and finance as well as demonstrated interest and success in a strategic role.** The School is looking for a person that is intellectually curious, can toggle well between details and the big picture, and eager to grow. A dynamic team builder, the new Business Manager must be flexible and authentic - someone who can fully embrace the School, its mission, and community.

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### Core Qualifications and Credentials:

The School is most interested in candidates who demonstrate the following qualifications and credentials:

- Bachelor's degree required; MBA preferred. Accounting, Finance, Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus.

- 10-plus years of financial and operational experience in a non-profit or for-profit organization(s). Direct experience in an independent school is strongly desirable, but not required.
  - Experience on senior administrative teams and working with nonprofit Boards.
  - Demonstrated experience in measuring and improving organization-wide productivity.
  - Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths and weaknesses, etc.
  - Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences. Strong hands-on approach and keen attention to detail.
  - Proven experience in effective cash management and bank relations.
  - Experience in benefits administration, employee, and payroll procedures.
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### **Key Qualities of a Successful Candidate:**

In addition, the School hopes to find candidates who embody the following personal qualities:

- Enthusiasm about the School's mission, people, and program
- Caring, empathetic, and even tempered
- Superb communication skills; a good listener with excellent written, verbal, and presentation skills
- Evident warmth and integrity
- Ability to manage and mentor staff, and be a respected, active member of the School and community. A real bridge-builder. The Business Manager directly supervises two full-time staff members.
- Committed to diversity, equity and inclusion
- A collaborative team player
- Ability to self-manage, and guide complex projects through to completion
- Ability to think strategically about both finances and larger School concerns, while balancing the needs of the School
- Commitment to close management of the diverse aspects and important detail associated with the Finance and Business Operations functions of the School

### **Opportunities for the New Business Manager**

- The new Business Manager will be encouraged to bring fresh ideas on a whole host of issues, including tuition modeling & pricing, financial aid, increasing revenue and internal policies and controls that allow for increased transparency related to budgeting, and forecasting.
- Build and/or maintain the School's short- and long-term strategic financial models in response to Strategic Planning.
- Establish and implement a policy to add to the School's cash reserves.

- Shepherd successful implementation of action items from risk management plan.
  - Develop a plan to increase financial aid resources.
  - Improve connectivity and communication between business and development office.
  - Helping to grow school enrollment along with the continued advancement of the business and finance functions of the organization, resulting in the transition to the title of Chief Financial Officer.
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### **Functional Responsibilities of the Business Manager**

- Oversee the management and operation of the Business Office, including accounting and record-keeping, financial reporting, cash management, bank reconciliations, fixed asset record-keeping, tuition billing, accounts payable and receivable.
- Develop, administer and report on the operating and capital budgets to the Head of School, the Board of Trustees and its Finance Committee.
- Build and/or maintain the school's short- and long-term financial models to provide a basis for budgets and in support of strategic goals.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty, staff, students, alumni, parents, and trustees.
- Share in the implementation and administration of all employment and human resource policies and procedures, as well as all employee benefit programs (including health insurance, the retirement plan, life and disability insurances and workers compensation insurance).
- Co-manage the school's relationships with lenders and bankers, particularly in regard to debt instruments and their governing agreements; report as required to lenders and credit rating agencies; coordinate and manage relationships with interest-rate swap counterparties.
- Oversee preparations for annual audits of the School and its Retirement Plan and the issuance of the resulting sets of financial statements, workers compensation program; ensure timely filing of any required tax returns, including Forms 990 and 5500. Lead renewal for unemployment bond for school with GA Department of Labor.
- As a standing member of the Financial Aid Committee, meet regularly during the admissions season (and as otherwise needed) to review applications for financial aid from returning families and applying candidates to be offered admission, and participate in decision-making on specific amounts and types of financial assistance to be offered.
- Ensure compliance with governmental regulations and the changing regulatory environment by staying current on law and any statutory requirements that may affect compliance, and to be aware of legislative actions and other legal issues that may affect the School, and to inform the Head of School of same.
- Manage and insure the School's exposure to risk (including general and commercial liability), to maintain appropriate levels of insurance to protect the value of the School's

physical and financial assets and to promote the safety of personnel and students in their use of the facilities.

- Supports staff that provides technical assistance throughout process for bids or professional service contracts. Represents school in negotiations with vendors and contractors.
  - Collaborating with the school's counsel as needed, be responsible as primary signatory on behalf of the School for the financial and practical aspects of bids, contracts and leases.
  - Be aware of opportunities for generating additional school revenue, particularly through auxiliary enterprises, and oversee pricing and compensation decisions (in conjunction with the Head of School) for all non-school programs.
  - Perform other duties as assigned by the Head of School and, in general, support the School and its leadership.
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### **School's Mission Statement**

To celebrate and perpetuate each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

### **Belief Statements**

- Childhood is a distinct stage of life marked by a compelling drive to learn. We promote children's engagement with the world through discovery, conversation, and play.
- Through their actions, children seek belonging and significance; they deserve understanding and respect.
- Children learn and mature in different ways, at different paces. Intentional blending of developmental stages within a classroom enhances each child's growth.
- Children should be guided and empowered to develop intrinsic motivation, to take ownership of their learning, and to experience wonder and joy.
- We engage with the natural environment consciously, respectfully, and purposefully. This empowers us to appreciate and inhabit the earth responsibly.
- We understand, respect, and appreciate differences within our community, enabling us to be compassionate, responsible members of our global society.
- We commit to open communication and constructive dialogue. The broad-based participation and support of families is essential to fulfilling our mission.

### **School Overview**

"There is no place like High Meadows. Each school day, our students learn through the experiential, immersive educational opportunities provided in our classrooms and across our

grassy fields and scenic woodlands. Beginning with our youngest students at the age of three, our school is focused on developing future global citizens and innovative leaders who embrace challenge and think for themselves.”

“High Meadows School offers a kaleidoscope of experiences set against the backdrop of a stunning natural setting and brought to life by caring teachers, engaged students, and dedicated families. Everything we do is by design, guided by a set of operating principles that keeps us true to our history but with an eye to the future.”

“The High Meadows community values and supports diversity in all its dimensions, including but not limited to each person’s unique combination of race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, learning style, religious beliefs, political views, perspectives, and life experiences.”

“By embracing diversity, we expand our understanding of others, stimulate our own learning and growth, and connect with one another and the world. Moving beyond simple tolerance builds a safe, positive, and nurturing environment that expands each individual’s enduring sense of belonging and significance.”

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### **Why Work at High Meadows School?**

“The kids always come first in all we do. This is a wonderful team to work with. I have found excellent work-life balance here at this fantastic school. I love my job!”

“Character really matters here. We work hard, but have fun. Everyone here is totally invested in how their work can make a difference for the students.”

“It’s the people that are the difference. Lots of fresh air and happy faces. I feel as if I am part of a strong team.”

“There is lots of autonomy to do your best work and use your own voice. Diversity in all ways, particularly thought is very important here.”

“There is something completely fulfilling as a professional when you find a place where you truly belong. It can open the doors wide to new opportunities and different ways of thinking. It becomes your source of inspiration.”

“Teaching at its best is an ever-changing, fluid act that responds to every emotion, need, interest, and question in the room. At High Meadows, I am supported in my desire to serve the whole child every day. It is this emphasis on educating the head, heart, and hands of each student that makes it a joyful place to teach and learn.” *Current Faculty Member*

*High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner. This job description may be revised at any time by High Meadows School. It not a contract of employment. All employment at High Meadows School is at-will, such that employment may be terminated by either party at any time.*

**The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement, and tuition remission).**

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### **To Apply**

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:

**Steve Mandell, M.Ed.**  
**Founder and Principal Consultant**  
**Big Back Pack, LLC**  
**[steve@bigbackpack.org](mailto:steve@bigbackpack.org)**

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