Waldorf School | Orange County

Business Manager



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner
Founder of Waldorf Education

Go, Wildcats!

Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

WSOC Community

Part of a worldwide educational movement that began 100 years ago, Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.



"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,
Massachusetts Institute of Technology

The Job Opportunity

The Waldorf School of Orange County (WSOC) is seeking a Business Manager to help ensure the long-term financial health and organizational effectiveness of our school. The Business Manager plays an important role in sustaining that mission. Working closely with school leadership and the Board of Trustees, this individual will bring financial expertise, sound judgment, and strong administrative practices to help the school make thoughtful decisions, support its faculty and families, and plan confidently for the future.

Key Responsibilities

Financial Leadership and Stewardship

- Lead annual budgeting, financial forecasting, cash flow management, and financial reporting, proactively identifying risks, opportunities, and recommended actions.
- Oversee accounting operations, including accounts payable and receivable, reconciliations, financial close, and internal controls.
- Ensure accurate financial records, compliance with applicable accounting standards, and coordination of audits, tax filings, and other reporting requirements.
- Provide clear financial analysis and guidance to school leadership and the Board to support informed decisions and long-term sustainability.
- Maintain the school's fixed-asset depreciation schedules, capital budget, and reserves.

Human Resources and Employee Administration

- Oversee payroll, benefits, timekeeping, personnel records, and administrative processes across the employee lifecycle, including onboarding, leaves, and separations.
- Partner with school leadership and appropriate governance groups to maintain effective HR policies, consistent employment practices, and compliance with applicable requirements.
- Support sensitive personnel matters through appropriate documentation, coordination, and engagement with external advisers as needed.
- Administer tuition remission as part of employee compensation.

Tuition and Business Operations

- Oversee tuition billing, collections, receivables, and administration of tuition assistance programs.
- Partner with the School Administrator on contracts, insurance, vendor relationships, and financial and operational risk.
- Maintain and improve financial and administrative systems, processes, and controls to support reliable and efficient operations.
- Build and maintain the tuition model with input from the admissions department and administer enrollment contracts.
- Oversee accounting for the school store
- Oversee and complete all required regulatory filings.

Leadership and Collaboration

- Supervise accounting and administrative staff and external service providers, establishing clear expectations and accountability.
- Work collaboratively with school leadership, faculty, staff, and Board committees to support sound decisions and continuous organizational improvement.
- Remain accountable for the accuracy and timeliness of work performed by internal and external service providers.

Required Qualifications

- Bachelor's degree in accounting, finance, business, or a related field, or equivalent professional experience.
- At least seven years of relevant leadership experience in financial management, accounting, or business operations, with three years in a leadership role.
- Working knowledge of nonprofit accounting, including net asset classification, functional expense allocation, restricted funds, and Form 990.
- Strong financial and accounting skills, including budgeting, forecasting, reporting, and internal controls.
- Experience with payroll, benefits, employee administration, and HR policies and compliance.
- Proficiency with Excel or Google Sheets and financial management software.
- Strong analytical, organizational, and communication skills, with sound judgment, initiative, and discretion.
- Experience preparing for an annual audit or independent review and working directly with external accountants.

Preferred Qualifications

- Experience in an independent school, nonprofit, or similarly complex organization, including familiarity with nonprofit accounting.
- Knowledge of California employment practices and regulations.
- Experience with QuickBooks, TADS, Paycor, or comparable financial and HR systems.
- Experience supervising staff and working with Boards or governance committees.
- Familiarity with Waldorf education and collaborative school governance.

Physical Demands

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

Work Environment

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8:00 am to 4:30 pm, and evenings and weekends as needed/requested for Admissions events and meetings. Employee will work year-round with reduced summer hours.

Diversity, Equity and Inclusion

The Waldorf School Orange County promotes respect for all students, employees and applicants, and prohibits discrimination based on race, color, ethnic or national origin, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, disability, predisposing genetic characteristics, pregnancy, familial or marital status, military status, or any other category which is protected by applicable federal, state or local law.

Employee Benefits

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-sponsored retirement account. Employees with children for whom they are a legal guardian are afforded tuition remission for these children registered at WSOC for the length of their employment. With a highly competitive salary range, based upon experience, our school is committed to supporting its faculty and staff.

Salary Range

$64,746 to $86,261

How to Apply

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:
employment@waldorfschool.com
Waldorf School Orange County
2350 Canyon Drive, Costa Mesa, CA 92627

Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.



Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

WECAN
WALDORF EARLY CHILDHOOD ASSOCIATION OF NORTH AMERICA

Waldorf EDUCATION



WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
Accrediting Commission for Schools

AWSNA

WALDORF SCHOOL
ORANGE COUNTY

Serving students from 18 months to 18 years
2350 Canyon Drive, Costa Mesa, CA 92627
949-574-7775

www.waldorfschool.com