



## Position Opening: Business Manager

Midland School, founded in 1932, is a rigorous college prep school merging academics, work, and play on our 2,800-acre campus in Los Olivos, California (Santa Barbara County). Through study and work, intentional engagement with both new and old technology, and a deep commitment to experiential and place-based education, Midland prepares students for college and beyond. Thirty-eight percent of our students identify as students of color, over half receive generous financial aid to attend, and the depth of the Midland experience facilitates both top-tier college admissions and future success. Our scale empowers students with authentic leadership opportunities, provides highly personalized learning, and inspires the pursuit of intellectual passions. Please see [www.midland-school.org](http://www.midland-school.org) for more information.

### Primary Duties

Oversight of all business office functions for an independent boarding secondary school (including budgeting, reporting, payroll, AP, AR, buildings & grounds, food service, HR, insurance, risk management, and compliance)  
Project management and oversight for maintenance and construction projects  
Vigorous participation in our rustic lifestyle

### Benefits

Competitive salary (DOE) exempt administrative full-time, year-round position  
Health insurance  
Retirement benefits  
Tuition remission  
4+ weeks paid vacation  
TBD - Housing on campus

### Minimum Qualifications or Experience

B.A. or higher  
3+ years supervisory management experience  
Prior experience managing staff & personnel  
Familiarity with GAAP  
Computer, spreadsheet, & accounting software skills  
Outstanding verbal & written communication skills  
Project management experience  
Ability to work independently & on a team  
Highly motivated, organized, and hardworking  
Successful passing of criminal and driving background check & health clearance for TB screening

### Desired Qualifications or Experience

MBA, CPA, or related degree  
5+ years managerial experience in finance/business  
School or Non-Profit business management  
Prior experience overseeing NPO audit process  
QuickBooks Enterprise & Excel software experience  
Boarding or residential educational environments  
Major construction project management experience  
Sense of humor and friendly demeanor  
Other diverse skills and interests to share with our community  
Experience working in a mission-focused environment with adolescents & their families

### How to Apply

Applicants should first carefully review the minimum and desired qualifications and the Midland School website. After that, please submit the following four items: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and Midland School mission, 2) Resume, 3) Midland Employment Application (see website), and 4) a list of 3-5 references. Submit applications via e-mail in the pdf file format as a single document to Terry Atkinson, HR Director at [tatkinson@midland-school.org](mailto:tatkinson@midland-school.org). Initial correspondence via e-mail is preferred.

We will begin our initial review of applications in late January 2019 and will continue reviewing applications until the position is filled. Finalists will visit Midland for an interview and to meet our community. Start date is Spring 2019 and no later than early June 2019.