



Job Description: Business Manager 2026-27

About Living Classroom

Join an organization of passionate, self-starting educators and garden professionals that make learning come alive and inspire the next generation of environmental stewards. You will be helping to make an impact on student learning as Living Classroom expands and grows, continuing our mission of providing engaging, hands-on lessons that stimulate curiosity.

Living Classroom provides garden-based science lessons to students in elementary schools in Santa Clara and San Mateo Counties. We are seeking an individual who will partner with the Executive Director - essentially a “second in command” - to oversee nearly all aspects of a thriving, growing organization.

About this Position

The Business Manager will collaborate and report to the Executive Director (ED). The Business Manager is responsible for the overall financial, administrative and human resource for Living Classroom, a 501(c)(3) educational organization.

Working closely with the ED, the Business Manager performs all financial functions including bookkeeping, processing reimbursements, record keeping, budget planning and implements elements of the organization’s marketing strategy through the LC’s website. The Business Manager is responsible for the timely processing of payroll for salaried and hourly staff; advises ED regarding mandatory training needed by staff and any developments in HR policies; assures that all contracts and onboarding activities are completed in a timely manner and properly secured in organization’s files.

Job Description: Business Manager

Job title:	Business Manager
Reports to:	Executive Director
Compensation:	Hourly; \$30 per hour
Hours:	Part time; +/- 25 hours per week

P.O. Box 4121 Los Altos, CA 94024

www.living-classroom.org

Location: Occasional meetings in north Santa Clara county required; mail pickup from Los Altos weekly (or as needed) required, work can be completed remotely (within Santa Clara County preferred)

Start of Employment: Negotiable; Fall, 2026

Responsibilities

Financial Management

- Responsible for Accounts Receivable and Payable
 - Monthly and recurring reimbursements and invoicing to clients, including staff mileage and expense reimbursements
 - Reviews and approves all Pexcard (expense debit card) transactions in line with the budget
 - Initiates Pexcard non-recurring transfers with approval of ED
 - Assures staff Pexcard compliance
- Perform monthly bank reconciliations; responsible for financial administration including bookkeeping, accounting and monthly financial reports to the Board using Aplos software. Resolve any software issues with Aplos or Pex. Resolve any reporting issues with the IRS.
- Work with accountant and prepare financial reports needed for annual tax filing
- File annually the necessary paperwork to maintain our nonprofit status
- Ensures accurate and timely processing of one-time and annual payments and contracts such as tax related documents, insurance payments, recurring software and operating contracts, PO Box and licenses (software).
- Pick up mail from PO Box and from street address mailbox
- Spearheads annual budgeting process and adoption of annual budget.
 - Works with ED and key stakeholders to prepare annual budget
 - Works closely with ED and grant writer to provide financial input for grants

HR/Personnel

- Responsible for all transactions related to payroll, including payroll processing, contract preparation, and compliance.
 - Maintains detailed account for budgeting and grant documentation
- Resolves any software issues with the HR software (PayChex)
- Supports Program Director and ED in hiring staff with follow-through on contracts, onboarding and related HR procedures.
 - Assures successful onboarding of all new hires, including contract completion and adherence to school district security and safety requirements
 - Confirms that new staff has name badge and appropriate branded attire
- Updates Employee Manual as directed by the Board.
- Assures staff compliance regarding human resource related training (sexual harassment; discrimination; child welfare), and safety and health requirements.

- Maintains accurate records of all mandatory training, health, safety and security requirements.

Administrative

- Ensures that all accounts in Google Drive are updated and current, supervises security of organizational documents and maintains updated physical and electronic files along with appropriate disposition of sensitive records, assigns email addresses.
- Implements updates to Aplos software to track donors, funding, and other organizational activities.
- Office management and administration such as ordering supplies and materials, assist staff as needed, send out routine communications.
- Work on special projects (such as fundraising events) as directed by the Executive Director

Outreach/Communications:

- Serves as LC's web master, providing regular updates to the LC website and managing Search Engine Optimization (SEO) calibrations.
- Manages stakeholder communications, including email newsletter (Mailchimp) and other organizational communications with LC's community of donors, educators, and parents.
- Drives social media activities including LC Facebook and Instagram posts.

Must Have

- Experience and strong understanding of accounting, bookkeeping and budgeting processes.
- Technical understanding of cloud-based applications, including Google Suite applications, accounting applications and donor software for nonprofits (e.g. Aplos, Raiser's Edge or similar), and Mailchimp.
- Understands HR, payroll and staffing requirements in a small business/nonprofit environment. Familiarity with payroll application as PayChex.
- Detail-oriented and organized with a skill for developing replicable processes.

Nice to Have

- General business experience in a "small shop" business, educational organization (PTA, educational or civic foundation) or nonprofit environment.
- Web-savvy, with an understanding of web development applications and search engine optimization (SEO).
- Appreciation of brand, and an eye to the many ways LC's brand can be extended into communications deliverables.

Qualifications

- Ability to troubleshoot problems and collaborate with instructional and support staff when needed on organizational and HR related concerns.
- Possess a high standard of discretion and confidentiality in dealing with employee and organizational records.
- Strategic experience managing social media marketing for platforms such as Facebook and Instagram.
- Strong writing skills, with the ability to capture the organization's voice and tone in a variety of communication outlets.

To Apply:

Send cover letter, resume and any questions to: Jobs@living-classroom.org