



Business Manager, Fall 2008

JOB TITLE: Business Manager
DEPARTMENT: Management
REPORTS TO: Executive Director
LOCATION: San Francisco with some time spent at Groveland site during the summer
JOB PURPOSE: The Business Manager oversees all business and finance related aspects of Camp Tawonga's work including all areas listed below. The position requires an individual with strong finance and management skills who is able to multi-task and prioritize. Attention to detail, organizational skill and the ability to balance "big picture" and fine detail are essential.

VALUES AND SHARED EXPECTATIONS:

Act as a representative of Camp and its goals in a positive and professional manner. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer needs, maintain a high degree of ethics, integrity and confidentiality.

Financial Management, Budgeting and Reporting

Maintain and ensure accurate records and reporting on Camp's finances including:

- Accounts receivable and payable
- Monthly cash reconciliation and management of summer petty cash needs
- General bookkeeping including managing Camp's chart of accounts
- Timely completion of all journal entries including AJEs and depreciation
- Work with Camp's Executive Director and other staff regarding budget decisions
- Generate monthly budget reports for staff and board
- Provide reports to funders as needed
- Prepare financial material for annual JCF budget submission
- Compile annual fee comparison with other Camps as part of fee setting process
- Maintain statement of activities by program including overhead allocation

Benefits Administration

Serve as lead staff person overseeing and managing benefits administration including:

- Prepare benefits invoices
- Prepare open enrollment materials annually and lead staff meeting
- Submit annual reports to JCF for Retirement, Workers Comp., etc.
- Attend JCF meetings re: Worker's Comp., Benefits, and Retirement
- Prepare hiring & termination forms and manuals for full-time staff

Banking

Manage all aspects of Camp Tawonga's banking including but not limited to:

- Monthly bank statement reconciliation in partnership with Camp's Treasurer
- Ensure appropriate financial controls such as signature control, bank fees, etc.
- Maintain the best possible discount rate for credit card charges
- Ensure maintenance of Camp's reserve account

Investments

Provide support and counsel to Camp's finance committee and board regarding investment of Camp's financial resources:

- Prepare quarterly reports for board and staff
- Work with finance committee to select appropriate investments
- Manage the agency's cash flow
- Process transactions as approved by policy or finance committee

Insurance and Legal

Ensure that Camp's insurance coverage is adequate and comprehensive, including:

- Maintain & as necessary renew policies including camper medical, directors & officers, inland marine, liability, pollution, property, sexual harassment, umbrella liability, vehicle, worker's compensation
- File and track all medical claims
- Maintain relationship with brokers
- Prepare audits for premium calculations

- Support staff with contract negotiations, vendor relations, legal, etc.
- Maintain tax exempt status w/ CA, Tuolumne County, IRS, etc.
- File required annual reports with regulatory agencies
- Work with B&G Manager to file HazMat Reports as necessary

Technology

Manage all aspects of Camp's technology concerns including:

- Network layout, hardware and platform decision making
- Database
- Software and operating system needs
- At-camp network including satellite web access, Virtual Private Network, Routers, Hubs, etc.
- Two-site network capabilities
- Security and virus protection
- Other office technology including phones, copier, etc.
- Technology consultants and service providers

Payroll

Manage all aspects of payroll until and unless Camp contracts with a payroll service:

- Manage programming of staff databases
- Process 2/month staff payroll
- Seasonal payroll
- Oversee end of year special pays and taxes
- Manage taxable vehicle benefits, group term life, and other excess benefit transactions
- Ensure timely payment of taxes & prepare W2s annually

Management and Supervision

Hire, train and supervise financial administration staff and/or outside vendors in all areas of work including:

- Financial aid process
- Accounts receivable and payable
- Petty cash
- Clothing and canteen sales

Financial Aid

Assume responsibility for budget side of financial aid allocation process, including:

- Maintain relationships with staff at BJE and other supporting agencies
- Plan and participate in annual Tawonga Campership Committee meeting
- Oversee financial aid and assistance process

Audit

Facilitate the work of Camp's audit committee and auditor, including:

- Create, evaluate, and ensure internal control system
- Prepare all reports and materials required for annual audit
- Post-fieldwork follow-up
- Financial Statement Draft review with appropriate board and staff