



Camp Luther Description of Responsibilities: Business and Finance Manager

Position Summary:

The Business and Finance Manager closely monitors financial and business affairs and assist the camp in the stewardship of all of its resources.

Accountability:

The Business and Finance Manager reports to the Executive Director.

Principle Duties and Responsibilities:

Finance

- Guide annual budget preparation process, assisting each staff member in their areas of responsibility, within the goals of our strategic plan.
- Assist Executive Director in monitoring financials including budget, bank accounts, cash accounts, etc.
- Provide revenue and expense projections on a quarterly basis.
- Coordinate annual audit.
- Research and seek bids where appropriate for vehicle, facility, and equipment purchases.
- Develop project budgets and provide oversight for specific facility and property improvements.

Human Resources

- Monitor work of staff responsible for deposits, cash, invoicing, accounts payable, and inventory.
- Assist staff in monitoring their areas of the budget.
- Monitor payroll and timesheets.
- Assist in processing of new and departing employees in coordination with accounting department.
- Coordinate staff benefit plans.

Operations

- Oversee Canteen operations, purchasing, and inventory.
- Support office procedures and operations.
- Support development efforts.
- Maintain overall standards.

- Uphold existing and recommend new policies and procedures especially in the areas of finance and human resources.
- Recommend annual facility, equipment improvements and/or purchases.

Other

- Manage paperwork and correspondence on insurance claims.
- Attend professional training seminars/conferences as needed or required.
- Prepared reports and present at quarterly Board of Directors meetings.
- Other duties as they may be assigned or delegated.

Qualifications:

- Minimum bachelor's degree from four year university or other educational institution.
- Background and/or education in areas of business, finance, non-profit management, or other related fields.
- Ability to lead others.
- Excellent communication and presentation skills.

March 2016