

# JAMESON CAMP

## Business Manager Job Description

**Salary: \$45,000 - \$55,000/ year**

**Supervisor: Executive Director**



### Job Description

The Business Manager is responsible for leading and overseeing all the business and financial operations of the organization. They will uphold responsibilities for generally accepted accounting principles and cash management to ensure each department will meet their financial goals. They will lead employees to ensure productivity efficiency of operations and provide direction on how best to handle different tasks while maintaining customer satisfaction.

### Responsibilities

#### Business Management

- Maintain/Keep inventory of all property and equipment
- Manage and update settings on copier, postage machine and telephone equipment
- Manage all lease/contract agreements
- Owner of the Master Calendar to ensure timely management for all staff
- Review and maintain annual business insurance policies
- Manage all IT issues with contracted IT consultant

#### Payroll/Benefits Management

- Manage Staff onboarding through payroll system
- Manage health insurance, dental insurance, life insurance and 403b contributions
- Manage PTO and staff requests through payroll system
- Maintain and update the staff handbook and policies/procedures manual
- Prepare Bi-Weekly Payroll

#### Financial Management

- Prepare all income and cash receipts along with collecting receivables
- Issue checks and ACH payments weekly
- Prepare all month end reconciliations and prepare all journal entries
- Reconcile QuickBooks with both donor and camp software
- Track restricted dollars and release as necessary
- Prepare Grant Reports as needed
- Produce monthly financial reports
- Meet monthly with CEO and staff members to review financials and strategize for areas of concern
- Point Person for Audit, Prepare all workpapers necessary for audit and 990 preparations
- Prepare annual budget and present to finance committee
- Prepare and file entity annual reports
- Attend board meetings when applicable

### You will be successful in this role if you have:

- The ability to communicate effectively with co-workers and management about the finances of the business and make financial recommendations
- Attention to detail
- Organization and project management

### Qualifications

Bachelors Degree in Business Management, Accounting or Finance

Five or more years of experience in business management

Excellent written and verbal communication skills

Strong ability with financial and budgetary processes

HR certifications a plus