

Crystal Lake Camps – Job Description

Position: Business Manager



Term: This is a full-time equivalent, year-round position.

FLSA: This role is exempt from FLSA overtime rules

Qualifications

1. Member of the First Church of Christ, Scientist, in Boston, MA.
2. Sincere in their dedication to daily practicing Christian Science, and a demonstrated commitment to making Christian Science their sole practice.
3. Bachelor's degree or 3+ years of applicable job experience.
4. Good multi-tasking and time management skills.
5. Proficient in Google Docs and Microsoft Office (Word, Excel), and QuickBooks.
6. Good phone and customer service skills.
7. Strong written and verbal communication skills.
8. Consistent attention to detail and follow-through on tasks.
9. Payroll and tax processing experience
10. Accounts Payable and Receivable processing experience
11. Demonstrated experience handling all types of financial and money related transactions

The following skills are highly desirable, but not absolute requirements:

1. Primary Class Instruction in Christian Science.

Responsible to: Executive Director

Location

This role is performed predominantly in a work-from-home arrangement. However, there are stretches of time during mission-related programs year-round that will require the individual to be at the camp's facility in PA. In aggregate this will work out to a minimum of 5 weeks at the camp annually; the majority of which will take place during the summer camp programs.

Overview

Crystal Lake Camps seeks to hire individuals who are committed to our deeply mission-driven style. [Using CLC's Vision, Mission, and Core Values statements](#), this role is at the core of the functioning of the business-side of our operations. The successful candidate will demonstrate their ability and interest to further CLC's mission through daily implementation of our Vision, Mission, and Core Values, and utilization of Christian Science practice and demonstration.

The following is an abbreviated list of responsibilities for ease of online sharing. Please contact our Executive Director, Nathan Bowen to get a comprehensive list. He may be reached by email at: nathan@crystallakecamps.org.

Financial Management

1. Maintain the Camp's financial books, chart of accounts, and budget in QuickBooks
2. Manage the organizational payroll. This includes direct work with the Camp Director in proper execution of all seasonal employee payroll.
3. Ensure income from programs and donations are accurately recorded in QuickBooks.
4. Oversee the camp's HR functions, including state & federal regulatory compliance, PTO tracking, and W-2 & 1099 processing.

Year-Round Bookkeeping Responsibilities:

1. Process and record all of the camp's income via cash or checks that are deposited to CLC's bank accounts.
2. Manage and process all payables.
3. Maintain records to determine what camp fees and lodging bills are due and overdue.
4. Generate all appropriate annual and quarterly employer and employee tax reports and make all federal, state and local employer, employee, lodging, and sales tax payments.
5. Reconcile all bank statements against income & expenses.
6. Post all income and expenses against the appropriate general ledger accounts & class, so that these amounts can be tracked against the budget.
7. Generate monthly reports for the Treasurer & Executive Director's needs in time for the monthly Board check-in meeting.

Office Management Responsibilities:

1. Managing correspondence with vendors and camper families or guests at the request of the Camp Director or Executive Director.
2. Assist the Executive Director and Camp Director with purchasing.
3. Working with the other onsite staff, ensure there is adequate and appropriate equipment and supplies, and support any purchasing needed.

Specific summer camp related tasks:

1. Work with the online CampBrain enrollment system to ensure that all enrollments, enrollment changes, and financial aid allowances and other discounts are recorded in Quickbooks.
2. Ensure CampBrain family accounts are updated with any travel fees, camp store purchases, or other charges; also tracking changes with cancellations, discounts, and refunds.
3. With guidance from the Camp Director, work directly with tuition-support organizations on their involvement of camper fees.
4. Work with the Camp Director on processing and management of seasonal staff paperwork, including international staff visa processing, background checks, and more.