



JOB DESCRIPTION

Title: Business Manager

Status: Full Time Exempt (in-office position)

Reports To: Executive Director

Salary Range: \$50,000 - \$70,000 (based on experience) + Benefits (incl. 100% employer paid health care)

POSITION SUMMARY:

This is a rare opportunity to join the oldest summer camp in the State of Ohio and make a meaningful impact in our community. We are a 125-year-old non-profit organization located in Moreland Hills operating a historic youth summer camp program as well as year-round school & corporate group programming.

The Business Manager position reports to the Executive Director and is responsible for overseeing areas of the business including accounting & financial management, business operations, payroll, vendor management, and human resource administration functions. General duties also include generating financial reports for the Board of Directors & Finance Committee, monitoring cash flow, and establishing departmental budgets. Additional responsibilities include assisting the Executive Director in other administrative areas as needed. Candidate must have excellent organizational skills, heightened attention to detail and accuracy, the ability to provide a great client experience, and the ability to meet deadlines and communicate clearly. This position is year-round but work intensity and pace is elevated during Camp season (June-August).

JOB RESPONSIBILITIES:

- Performs/supervises day-to-day financial & accounting operations.
- Responsible for budgeting process. Establishes and maintains a responsible cash flow management, monitoring and projection system.
- Manages and monitors financial institution and investment accounts & relationships.
- Assure that the camp payroll is accurate and completed on time. Review payroll taxes and set up new employees in payroll system.
- Manage the accurate processing of all revenue passing through the camp, including point of sale, credit and cash handling/storage and daily cash reconciliation.
- Oversee accounts payable system insuring accurate, timely production of all purchase orders and payment of all vendors within allocated budgets.
- Assure that the camp's expenses (both payroll and other expenses) are on budget, noting any variances or projected variances and sharing these concerns with the Camp Program Director and the Executive Director.
- Manage and monitor accounts receivable and ensure that they are accurate and current.
- Analyze financial performance and present to the Finance Committee, Board of Directors and Executive Director.
- Manage all third-party relationships including banking, investment, insurance & food vendors.
- Manage third-party and contract billing in accordance with any state or federal agency requirements.
- Maintain insurance policies and coordinate annual reviews with Executive Director and insurance agent.
- Assist the Executive Director and Camp Program Director in the preparation of the annual operating budget.

- Assist with preparation of special events, publications and advertising as needed.
- Manage petty cash accounts.
- Supervise Camp Registrar and clerical/office staff (Seasonal and part-time).
- Coordinate finance related matters with the Finance Committee.
- Work directly with camp's accounting firm to finalize annual audit and tax information.
- Must be able to communicate effectively with the Finance Committee and Executive Director.
- Stay current on pertinent industry or statutory changes affecting non-profit/camp operations, accounting and financial reporting.
- Assist in other areas as deemed necessary by the Executive Director.

KEY CHARACTERISTICS:

The right candidate understands the importance of industry-leading customer service, is financially savvy, and is adept at managing large amounts of data and information. Other key characteristics include:

- Bachelor's degree in accounting, business or related area preferred.
- Minimum of 5 years of experience in experience in non-profit or small business financial management (i.e. treasury, financial reporting, and/or accounting)
- Essential: QuickBooks, Quicken, Microsoft Office Suite (Excel & Word & Access primarily), Web-Based Project Management Programs, Google Product Suites.
- Comprehensive experience and demonstrated success in developing and maintaining financial systems.
- Previous experience navigating ambiguity to identify priorities, set goals, achieve objectives.
- Ability to translate data, identify key findings, and communicate them clearly and concisely.
- An entrepreneurial spirit and ability to balance short + long-term priorities.
- Human resources experience a plus.
- Knowledge of investment and retirement products & services a plus.
- Team player - take initiative to ask questions, make suggestions and continually have conversations related to what we are working on.
- Exceptional attention to detail, strong written and verbal communication skills.
- Ability to learn on your own, try new things, and apply ingenuity to figure out how we can set up the organization for financial success.
- Comfortable interacting with Hiram House clientele (phone and face to face). Customer Service experience a plus.

TO APPLY

Submit your resume, letter of interest, to Executive Director, Courtney Guzy at cguzy@hiramhousecamp.org . Resumes accepted through November 30, 2021. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

The duties listed are to give prospective applicants a better understanding of the position. This is not a comprehensive list of job duties.