

**Responsibilities of the
Camp Business Manager**

The Camp Business Manager is responsible to the Camp Director and/or Operation Director for the coordination and operation of all monetary aspects of the Summer Camp Programs, in accordance with the policies and standards of the Boy Scouts of America and the Great Sauk Trail Council. This position is responsible to manage the Camp's business concerns. The Business Manager should have a good working knowledge of the Camp Operations and the Aims and Methods of the Boy Scouts of America. The Business Manager should have a background in the handling of money (cash, check, and ledger) to include working within a budget. Ability to manage business concerns of Camp.

The Business Manager must:

1. Be a minimum of 18 years of age. (preferably over 21).
2. Be or willing to become a registered member of the Boy Scouts of America.
3. Must have a valid current driver's license.
4. Must have experience and/or education in general accounting procedures.
5. Must have experience with payroll accounting.
6. Have the ability and desire to work in a camp setting.
7. Have good character, integrity, adaptability and enthusiasm.
8. At least one season of camp administrative experience. (i.e., unit leader, counselor)

Specific duties of the Business Manager are as follows:

1. Pay or supervise payment of all camp bills as approved by the Camp Director or Operation Director and/ or appropriate personnel.
2. Fill out proper tax forms (I-9 and W-4) for all camp employees and turn it in to the Account Specialist at the Findlay Service Center.
3. Receive and/or account for all accounts receivable.
4. Set up and maintain a petty cash system.
5. Prepare meaningful financial statement for the Camp Director, the Council Accountant and the Scout Executive.
6. Handle all financial accounting on registration day(s), including receipts, bank deposits and other financial records.
7. Supervise sales and inventory of the Camp Trading Post.
8. Process orders for Camp supplies.
9. Purchase supplies as needed from local merchants.
10. Prepare bank reconciliations.
11. To make regular deposits in the local banking facility to minimize cash on hand.
12. To keep all budgetary monies secure at all times, to include putting all funds into the safe at the end of each day and any other times that it may be appropriate.
13. To turn over all records to the Camp Director and/or Operation Director for personal review at the request.
14. To communicate to the Camp Director and/or Operation Director any discrepancies in the funds, budget or other business operations of camp.
15. These are not the only duties to be performed. Some duties maybe assigned and other duties maybe assigned as required by the Camp Director or Operation Director and/or other authorized personnel.
16. Supervising and training Trading Post clerks.
17. Establishing hours of operation in cooperation with the Camp Director, posting them and strictly adhering to them throughout the Camp Season. Changes in hours of operation must be cleared through the Camp Director.

18. Keeping the Trading Post and the grounds around it orderly and clean.
19. Receipts counted and logged in the book daily.
20. Ensuring the security of the Trading Post during the hours of operation, as well as when it is closed.
21. Immediate reporting to the Camp Director and/or Operation Director of any stock discrepancies or suspected theft.
22. Written report to the Camp Director and/or Operation Director on damaged merchandise before disposing of it.
23. Provide the Camp Director and/or Operation Director with the inventory book, along with a written report including suggestions for improvements in all areas, before the end of the camp season.
24. Abiding by the Camp rules set forth in the *Staff Understandings/policies* and the *Staff Guide*.

Revised: 2011/10 aat