



Job Description: Business Manager

Essential Functions: The Camp Business Manager reports to the Camp Director. Responsibilities include the coordination, management and operation of all monetary aspects of the Summer Camp business in accordance with the Hawkeye Area Council policies and procedures. The Business Manager must be familiar with a retail operation. Ordering store product, inventory, sales including handling of money (cash, check, charge cards) deposits and daily receipt reconciliation. They must understand accounting and general business for budgets, payroll, inventory, petty cash, revenue and expenses, and reconciliations. Lastly, the Business Manager must be well Organized, good communication skills and work with all levels of the organization.

Principle Responsibilities:

- Personnel records and Payroll
 - Gather staff employment (staff contracts, direct deposit authorizations), and tax forms (I-9 and W-4), review for accuracy, and maintain personnel files.
 - Calculating staff payroll, obtain approval from Camp Director and submit
- Trading Post
 - Manage Camp Trading Post.
 - Train and supervise Trading Post clerks.
 - Establish hours of operation with the Camp Director, post hours and adhere to. Changes in hours of operation can only be approved by the Camp Director.
 - Work directly with the Professional Camp Staff Adviser for trading post inventory. Includes but not limited to t-shirts, hats, staff gifts, volunteer gifts, food. Professional Camp Staff Adviser will coordinate National Supply orders
 - Review trading post inventory daily and reorder materials as needed
 - Prepare daily Camp Trading Post Deposit and Distribution Report. Reconcile with Square Sales Report, deposits and account distribution.
 - Make daily deposits to the Council.
 - Ensure security of the Trading Post inventory and funds during business hours and locked when closed. Secure funds. Funds are in the safe as appropriate and the end of each day.
 - Keep the Trading Post and the grounds around it orderly and clean.
 - Report discrepancies or suspected theft to the Camp Director and/or Operation Director IMMEDIATELY.
 - Have the Camp Director and/or Operation Director observe disposal of damaged or unsellable merchandise.





- Manage end of season inventory (includes perishable food) to maximize sales
- Review yearend inventories and develop next camp season order list
- Complete a year- end close-out report, include a line item detail with cost and price of the final inventory. Review TP over all performance and provide suggestions for the next camping season
- Pack unsold inventory in secure totes. These need to be mice and weatherproof. Return inventory items must be coordinated with National supply. This must be completed within one week of the staff being dismissed for the summer.
- Petty cash and prepaid credit cards. Maintain Funds, expense receipts, reconcile and request reimbursement.
- Focal point for Camp supplies.
 - Obtain approved purchase orders,
 - Purchase supplies as needed. Online (Sam's & Amazon) or from local merchants.
 - Responsible for working with the camp program committee to order annual program and office supplies
 - Turn over all records to the Camp Director and/or Operation Director for personal review at the request.
 - Collaborate with the Kitchen staff on food ordering
- Reporting
 - Work with camp management on achieving the summer camp budget
 - Prepare Financial Statement for the Camp Director, the Council Business Manager and the Scout Executive.
 - Communicate to the Camp Director any discrepancies in the funds, budget or other business operations of camp
- Additional Duties
 - Work with the Ranger to ensure all cooking materials are in camp for the family night cook out, including but not limited to grills and propane
 - Responsible for the cleanliness of the Camp Office, trading post, kitchen and dining hall
- These are not the only duties to be performed. Other duties maybe assigned as required by the Camp Director or Operation Director and/or other authorized personnel.
- All other duties as assigned.

