

Mt. Gilead Camp and Conference Center
Business Manager Job Description

Reports to: Director

Responsibilities:

General:

1. Cooperates with other staff members.
2. Watches for and encourages spiritual life.
3. Keeps accurate records and reports as required.
4. Positively represents Christ and Mount Gilead in interactions with parents and visitors.
5. Performs miscellaneous duties as assigned.

Specific:

1. Keeps books accurate and up-to-date with a record of all purchases and receipts.
2. Controls the budget by authorizing all purchases made during camp in conjunction with the Director.
3. Helps with camper registration and the balancing of incoming money.
4. Makes weekly deposits and withdrawals.
5. Works closely with camp store personnel and with camper spending money returns at the end of the week.
6. Balances weekly camp store records with end of the week balances.
7. Does camp purchasing two days a week.
8. Keeps accurate petty cash records.
9. Handles other areas of supervision as assigned.

Desired qualities:

General:

Understanding of aim and philosophy of Mt. Gilead
Ability to get along with others
Love for girls
Spiritual and emotional maturity
Willingness to serve and perform tasks other than those assigned
Ability to work independently

Specific:

Neatness and accuracy
Organizational ability
Understanding of bookkeeping
Valid driver's license
Has a vehicle which is available for job purposes