



Job Description: Business Manager

Responsible to: Executive Director

Qualifications:

- A minimum of 3-5 years of office management experience including professional bookkeeping, payroll, and human resources
- Bachelor's Degree preferred, however applicants with professional experience in related fields will be considered
- Proficiency in QuickBooks, Microsoft and Google based applications, and the ability to become proficient utilizing camp registration software (currently use UltraCamp).
- Possesses excellent verbal and written communication with guests, team members, and vendors. Face to face, phone, and email communication are a daily requirement.
- Ability to keep multiple levels of tasks organized and completed in a timely manner.
- Ability to work full-time hours on site daily in an office environment.
- Supports the mission of Blue Lake which is a non-profit Christian camp and retreat ministry.

Responsibilities:

This is a hybrid role that allocates responsibilities and workload between financial accounting, human resources, and contract administration functions.

Financial Accounting

- Accounts Payable: Manage accounts payable, verifying and paying all bills accurately. Reconcile credit card expenses each month, ensuring all receipts have been received and recorded. Discuss all financial needs with the Executive Director in a timely manner.
- Accounts Receivable: Manage accounts receivable, verifying and logging all funds into the appropriate accounts. Communicate with the Guest Services when deposits and final payments are received.
- QuickBooks Management: Maintain daily ledgers, track designated funds, and complete daily and monthly bank reconciliations.
- Financial Reporting: Prepare cash flow forecasts, budget vs. actual reports, and assemble materials for monthly accountant reports and annual audits. Maintain digital and physical records storage of all statements, invoices, contracts, etc.
- Donations: Log all donations into appropriate accounts, send donor receipts, prepare donor thank you letters in coordination with the Executive Director, send end of year giving reports/receipts to all donors.
- Camp Store: Close out camp store register as needed comparing sales and money received, noting discrepancies with the Executive Director.

Human Resources & Payroll

- **Bi-Weekly Payroll Management:** Process timely and exact bi-weekly payroll for approximately 20 year-round staff, expanding to 50 employees during the summer season.
- **Onboarding and Documents:** Coordinate with Leadership staff to lead onboarding, track hours, ensure all necessary forms and tax documentation are in place, and all employment logistics for new and current staff.
- **Compliance & Personnel:** Ensure strict adherence to labor laws, maintain accurate personnel files, and oversee benefit distributions. Work closely with the Executive Director and Executive Committee of the Board to regularly suggest updates to employment policies and procedures. Assist Leadership staff with scheduling and tracking performance reviews, pay raises, and supporting documentation.

Group Invoices & Administration

- **Group Invoices:** Working closely with the Director of Guest Experiences, create and issue group invoices in a timely manner. Follow up with all accounts that are past due.
- **Administrative Oversight:** Act as the main point of contact for vendor agreements, insurance policies, and other operational tasks as needed.

Other Responsibilities:

- Become familiar with and help maintain registration and donor software (UltraCamp).
- Create templates, reports, and spreadsheets to track various data points and operations as needed.
- Work closely with other departments to maintain knowledge of processes, policies, and events.
- Assist in training and onboarding employees in coordination with Leadership Team members.
- Support guest hospitality through answering phone calls and face to face interactions with guests.
- Support the Leadership Team of Blue Lake through presence at staff meetings, sharing information, and regular check-ins.
- Other duties as directed by Executive Director and the Executive Committee of the Board of Trustees.