

Job Title:	Business Manager	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Operations, Administration	Salary Level:	Based upon current salary chart.
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	Yes
Reports to:	Ranch Director	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	Yes

Job Summary

Take responsibility of the ranch’s summer business operations while working closely with the Council Chief Financial Officer and Finance & Accounting teams. Manage the Trading Post staff for two or more stores regarding marketing, product movement & ordering and management of stores. Manage the ranch office and staff.

Job Description

ROLE AND RESPONSIBILITIES

- Maintain the cash flow on property from stores, vending machines, offices and petty cash funds and ensure proper accounting. Collect daily deposits from stores and offices, compile deposits and make cash deposits frequently to the bank.
- Conduct regular bank deposits to ensure that no more than \$10,000 in cash is on property at any time. Cash includes petty cash funds, register banks, vending machine money and daily deposits.
- Maintain camp business records using methods established by the Council. Ensure paperwork is submitted to the Council in a timely manner. Pull daily reports from stores and offices.
- Ensure that daily store and office deposits are properly accounted for in the internal accounting and budget system following the proper codes.
- Monitor the inventory of the trading posts. Make weekly or monthly orders based upon sales history and projected need with approval from the Ranch Director.
- Stock and maintain vending machines. Coordinate repairs as needed from the current vendor.
- Maintain store equipment and coordinate repairs or replacement as needed.
- Train, supervise and evaluate trading post and office staff.
- Manage the camp office staff and operations of the camp office.
- Manage the petty cash fund as approved by the Ranch Director. Issue and collect petty cash and receipts to those individuals approved to use it. Ensure the money spent is properly deducted from the appropriate budget.
- Manage ordering of camp supplies. May use council credit cards or petty cash to make purchases. Ensure that lowest cost but good quality items are purchased. Maintain proper accounting for items purchased.
- Collect mail from the post office daily. Bring outgoing mail to the post office. Distribute mail to appropriate camps and departments.
- Assist in the management of staff records including human resources and payroll information. Assist in the timely onboarding of new staff.
- Communicate with customers and vendors through email and phone communications. May include pre-season communications.
- Participate in camp-wide activities as available and directed by the Ranch Director.
- Manage the set up and take down of stores and offices. Assist in the set up and take down of all other camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.

- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned by Ranch and Council Leadership.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Council Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 21 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have the ability to count large amounts of cash and coin with or without machine
- Must have a valid driver’s license and history insurable by the insurance company
- Must have reliable transportation to and from the work site on assigned days and times in an area without public transportation or ride-share service.
- A degree, or working towards a degree in Business Management, Accounting, Recreation Management, or a related field is preferred but not required.
- One year or season working in a retail environment is required.
- Two years or seasons managing other employees is required.
- Experience in a summer camp environment preferred but not required.

DIRECTLY SUPERVISES

- Trading Post Staff, Office Staff

ADDITIONAL NOTES

- This position requires orientation with the Council finance team including the Chief Financial Officer.
- This position may be used as internship credit.
- This position has the availability to live off-site and work an adjusted schedule.