

YMCA CAMP BELKNAP FINANCE MANAGER JOB DESCRIPTION

Job Title:	Finance Manager
Organization Overview:	YMCA Camp Belknap is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA. Camp Belknap employs approximately 10 year round full-time employees and over 100 seasonal employees. Over 1,000 boys attend Camp Belknap each summer.
Organization Mission:	It is the mission of Camp Belknap to preserve the unique physical and spiritual environment where young men may forever build strong character, self esteem, individual maturity and community responsibility; to acquire for life the skill of leadership and the value of good stewardship; to honor the history and traditions which are the Belknap experience; and to be a contributing citizen in the community it serves and from which it receives its benefit.
Job Objective:	Responsible for the day-to-day operations of the Finance/Accounting functions, which include; but not limited to the functions in payroll and accounts payable, reporting of financial data, managing camper accounts, bank reconciliations, contract management and execution of finance related policies and procedures. In addition support to the Executive Director and Board of Trustees on initiatives around fiscal stewardship and financial management.
Reports To:	Executive Director
Position Classification:	Full-time Employment
Consults With:	Independent accounting firm
Responsibilities:	<p><u>Payroll:</u></p> <ul style="list-style-type: none">• Calculate timesheets, maintain salary records and enter data for processing• Process payroll changes into the payroll database; transmit payroll files electronically• Maintain all employee data in payroll database (all W-4 information)• Execute the NH employment Quarterly Report & Form 941 Federal Quarterly Report• Prepare and issue annual W-2 forms to all staff• Report monthly to the Bureau of Labor Statistics <p><u>Accounts Payable:</u></p> <ul style="list-style-type: none">• Calculate expenses, code invoices, enter data into Quickbooks and print and mail checks• Manage use of organizational debit cards <p><u>General Accounting:</u></p> <ul style="list-style-type: none">• Prepare general journal entries to record payroll, income and adjustments• Prepare monthly financial reports (profit & loss, balance sheets and general ledger)• Reconcile monthly bank statements• Government surveys and reports• Credit Applications• Process requests for Unemployment Forms• Process 1099's & 1096• Prepare books for filing Form 990• Create monthly projections with Executive Director• Manage Camper store accounts• Assist with camper invoicing and collections• Manage Petty Cash account• Prepare records for annual audit• Financial reporting to local, state and YMCA National entities• Reconcile registration/donor Salesforce database to Quickbooks record

Benefits & Contract Administration:

- Manage benefit enrollment for health insurance and retirement
- Manage background check verifications
- Manage all employee records and data

Other:

- Work with the Board of Trustees Finance Committee on initiatives surrounding fiscal stewardship and management
- Assist with check-in and check-out of all campers
- Provide administrative support

Qualifications:

- Associate's or Bachelor's Degree in Accounting or related field preferred.
- 5 years experience in a corporate or non-profit setting
- Ability to use Intuit QuickBooks Accounting software or other implemented Accounting software
- Excellent verbal and written communication skills
- Ability to use MS Office Suite; Word and Excel
- Self motivated with the ability to multi-task
- Ability to work in a summer camp environment

Compensation & Benefits

- Compensation commensurate with education and experience
- Paid Vacation Time
- Health and Dental Benefits
- Retirement Plan
- Professional Development Benefits
- Flexible Work Hours
- A culture that believes in continual improvement of all employees

If interested please send cover letter and resume to admincb@campbelknap.org or call 603-569-3475