

Summer Camp Business Manager:

Salary: \$350-\$400 per week based on experience.

Online Employment Application: <https://forms.tentaroo.com/view.php?id=1405296>

Contact: Todd Weidner todd.weidner@scouting.org

Background Information:

The New Birth of Freedom Council, BSA is seeking to employ a Business Manager for Camp Tuckahoe in Dillsburg Pa. Summer employment will run from June through mid-August. The Camp Business Manager is responsible to the Camp Director for the coordination and operation of all monetary aspects of daily camp operations.

Qualifications:

- Must be 21 years of age or older and become a registered adult member of BSA.
- Strong Excel program and computer skills and the ability to learn new programs.
- Must have a valid driver's license and provide all required Pennsylvania child abuse clearance record.
- Have administrative experience with general accounting procedures.
- Have good customer service and communication skills.

Responsibilities:

- Collect and track employment paperwork from employees.
- Set up and maintain a petty cash system and daily cash register drawers.
- Prepare meaningful accounting records for the Camp Director.
- Handle all financial accounting for participants arriving to camp on check in day.
- Supervise and record all financial accounting of the Camp Trading Post.
- Process all camp orders and issue all camp purchase orders.
- Prepare and make daily bank deposits and communicate any discrepancies in the funds.
- Supervise Camp Office Clerk and Trading Post Manager.
- Record all camp payments, accounts receivable, and prepare invoice approval forms.