

Denver Area Council – Peaceful Valley Scout Ranch

Job Title:	Business Manager	Property:	Peaceful Valley Scout Ranch
Camp/Department:	Operations, Administration	Salary Level:	Grade 5 / Internship Credit Hours
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. Assist with the collection of unit and individual camp payments. Work closely with the Trading Post staff for three stores regarding marketing, product movement and management.

Job Description

ROLE AND RESPONSIBILITIES

- Maintain the cash flow on property and ensure proper accounting.
- Maintain camp business records using methods established by the Council. Ensure paperwork is submitted to the Council in a timely manner.
- Collect daily deposits from three stores and the Ranch Headquarters Office. Compile deposits and make cash deposits frequently to the bank. Ensure large amounts of cash are NOT kept on property for long periods of time.
- 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.
- Train, supervise and evaluate direct report staff.
- 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.
- 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 resource and payroll information.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- 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)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

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
- A degree, or working towards a degree in Business Management, Accounting, Recreation Management, or a related field is preferred but not required.
- Experience in a summer camp environment preferred but not required.

DIRECTLY SUPERVISES

- Ranch Wide Trading Post Manager

ADDITIONAL NOTES

- This position requires orientation with the Council finance team including the Chief Financial Officer.