



Date: November 2020

Head of Finance/HR/Registration Job Description

TITLE:	Head of Finance/HR/Registration
REPORTING TO:	Camp Director
EMPLOYMENT STATUS:	Non-Exempt - Full Time Hourly
JOB DESCRIPTION:	Essential Functions of Job – See Exhibit A
WAGE:	Contact for range, based on experience and education
BENEFITS:	Housing provided including all utilities.
BONUS:	Bonus potential based on individual performance.
VACATION:	You will be paid ten (10) days of vacation per calendar year.
SICK LEAVE:	24 hours of paid sick leave per year in accordance with the Company’s policies.
INSURANCE:	You are eligible to participate in the Company’s group health insurance per company policy.
REVIEW:	You will receive an annual review.
HOLIDAYS:	The Company observes nine (9) paid holidays throughout the year.

EXHIBIT A - JOB DESCRIPTION

General Qualifications:

- Relate well to the staff, guests, campers and parents. Exhibit a spirit of cooperation and promote teamwork and unity with other camp staff.
- Needs to be a faithful Christian who professes Christ, lives out the Word, is a good-standing member of a local church, and affirms our Statement of Faith.
- Must have a passion for Indian Hills Camp and to promote the ministries and programs of the Camp.
- Manage and act as a Camp liaison with group leaders and IHC staff

Registrar Responsibilities:

- Relationships with partner organizations: maintain consistent communication with partners and all related organizations
- Plan, coordinate, implement and evaluate all resident (school) bookings, activities and related documentation
- Manages the reception area with Guest Registrar to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Venue360 experience preferred, but not required

Finance Responsibilities:

- General bookkeeping duties
- Oversee Accounts Payable, Accounts Receivable and Payroll
- Provide reconciliation of all asset accounts (currently outsourced)
- Assist and provide support in yearly audit
- Understand and maintain fair and consistent enforcement of IHC's financial management policies and procedures and staying up to date on all IRS codes for Non-profits
- Provide and assist in annual budget, cash management and disbursements
- Maintain and provide documentation for all IRS requirements including bi-weekly, quarterly and yearly filing of all tax documents

Accounts Receivable:

- Credit Card deposits as needed
- Create, track and enter A/R
- Bi-Weekly cash deposits
- Bi-Weekly check deposits

Accounts Payable:

- Verify, record, track, and make payments on time
- Verify, disburse, and record petty cash payments
- Quarterly Store Sales Tax payments - provide reports to CPA

Financial Reports:

- Weekly financial reports to Director
- Monthly financial reports to the B.O.D.
- Monthly Financial reports to Department Heads
- Yearly financial reports- W-2, Budget reports, 1099's, all B notices
- Quarterly taxes, State BOE, EDD, 941

Payroll:

- Understand and execute QuickBooks Online payroll
- Payroll taxes

General Ledger:

- General understanding of QuickBooks Online, General Journal and bank reconciliations
- General understanding to set up accounts and make corrections

Human Resources:

- New Hire paperwork - manage and store securely
- Employee files - manage and store securely
- Retain past and current records
- Update employees on HR changes as needed

Other:

- Other assignments and tasks as needed by the camp