

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Business Manager, Camping
2. **Classification** Managerial
3. **Supervisor** Director of Financial Services
4. **Responsibilities**

a. Overall purpose of position

The Business Manager is responsible for the oversight of all business and fiscal functions of the Conference camping program. The Business Manager provides leadership for the financial planning and analysis, forecasting, and budgeting for the conference camping program. The Business Manager is responsible for providing timely and accurate data regarding the conference camping program to the camping board, Associate Director of the camping program and the Director of Financial Services.

b. Essential functions

- 1) Serves as liaison with the Financial Services department for all issues related to business and fiscal transactions of the conference camping program.
- 2) Prepares financial reports as required by the conference camping board and the associate director of the camping program as well as CF&A.
- 3) Outlines financial and business procedures for the camping program in conjunction with any Conference policies and procedures formerly adopted.
- 3) Prepares and coordinates the conference camping financial plan along with the Associate Director of the camping program that ties together the strategic objectives, key financial criteria, and operating plans for the conference camping program.
- 4) Develops future financial strategies and establishes annual financial goals for the conference camping program.
- 6) Carries out purchasing functions for camping program in accordance with CF&A policy.
- 7) Maintains all conference accounting policies and procedures as they relate to the camping program.
- 8) Compiles and presents the annual draft budget to the Camping Board.
- 11) Maintains capital expenditure and asset depreciation schedules for annual conference assets that relate to the camping program.
- 20) Meets regularly with the Conference Camping Board and CF&A.

c. Occasional functions

- 1) Visit camp locations to assist with implementation and training for financial procedures.
- 2) Attend relevant denominational training events that will enrich or improve ability to carry out job functions.

d. Supervision of staff/volunteers (if any)

- 1) None

e. Workplace requirements

Conference office in Indianapolis is primary location of work with ability for remote access to technology systems with essential hardware for efficiencies of such access.

f. Budget accountability

- 1) Specific budget accountability for Camping program operations budget.

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a) Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c) Bachelor's degree or equivalent in a Business field with five or more years of experience in financial and budget management.
- d) Knowledge of not-for-profit accounting procedures, financial management and financial reporting
- e) Knowledge of financial analysis methodology
- f) Proficiency in Microsoft Office applications
- h) Strong planning and organization skills
- i) Strong communication skills and a high level of interpersonal skills
- j) Leadership and supervisory experience

6. Additional comments that may aid in describing the work of this position

Jennifer Gallagher – 08/2010