

Job Title: **Finance Director**
Classification: **Non Exempt**
Reports to: **President**



DESCRIPTION:

Camp Aranzazu is a 104-acre camp that will serve approximately 1,600 children and adults with special needs and chronic illnesses this year. The camp operates year-round and includes approximately 32 buildings and other structures, most of which are either new or recently updated. The Finance Director is responsible for overseeing all accounting functions for Camp Aranzazu and the Camp Aranzazu Foundation. The Finance Director assists with special projects and provides reports for the President and the Board.

QUALIFICATIONS:

- A bachelor's degree in accounting or finance, plus at least five years of experience in accounting, management, budget development. CPA licensing is a plus.
- Experience in small office setting, preferably a non-profit organization
- Proficiency in Quickbooks
- Ability to interface with the public
- Ability to communicate effectively and professionally with Board of Directors

ESSENTIAL JOB FUNCTIONS

Accounting and Administration

- Ensures adherence to appropriate internal controls and financial procedures
- Manages accounts receivables and payables, cash receipts, payroll, general ledger entries, financial report preparation, reconciliation of bank statements, budget reporting, and tax statement reports
- Reviews and balances all monthly accounts. Prepares monthly financial statements for review by the Board of Directors and assists in developing year-end reports
- Oversees preparation of annual budget by assembling initial data and reviewing data compiled by various departments
- Creates and monitors monthly and quarterly budget summary reports
- Prepares for and assists auditors with annual audit and proper filing of tax returns
- Oversees cash flow planning and ensure availability of funds
- Invoices camping partners and tracks payments

Human Resources

- Serves as a liaison with health insurance carrier regarding coverage and claims, prepares and distributes individual plan information memos and brochures as plans are revised
- Serves as principal liaison with Paychex (payroll servicing vendor) and 401(k) plan
- Assists with all personnel-related matters including salary and performance appraisal programs, new employee processing, compensation, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.

PHYSICAL REQUIREMENTS:

- Ability, both visual and auditory, to identify and respond to safety and environmental hazards and inform campers, staff, and guests
- Physical strength to lift equipment and supplies (up to 10 pounds)
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (20 minutes or more)
- Ability to safely drive an auto for light errands
- Ability to sit in an office setting for several hours a day, many of those hours at a computer

These are not the only duties and functions to be performed. Some may be reassigned, and additional duties and functions may be assigned as deemed appropriate by the President.