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**BUSINESS MANAGER - Job Description**

1. Reports to the executive director
2. Duties: The business manager is responsible for the finance support, risk management, human resources, information technology, and vendor and operational relations including, but not limited to, the following:
   1. Business Services

* + 1. Human Resources
       1. Maintains human resource systems for implementation in partnership with appropriate supervisory staff. This includes: recruitment, interviews, candidate selection, onboarding, disciplinary action, benefits, payroll, and exit interviews.
       2. Maintains current and historical secure employee files
       3. Coordinates payroll and benefits with appropriate personnel at the Episcopal Diocese of Los Angeles
       4. Enrolls employees and monitor employee health insurance and other benefit policies, make appropriate reports, and collaborate with Executive Director and Board when changes are needed, required, or suggested
       5. Assists executive director to maintain *Camp Stevens Staff Handbook* in accordance with the policies of the Episcopal Diocese of Los Angeles
    2. Information technology
       1. Manages information systems including computer hardware and software.
       2. Manages and maintains office phone system, printers, copiers, camp internet, and other technology as appropriate
       3. Provides training and development to staff regarding computer and camp technology.
    3. Vendor and operational relations
       1. Manages and maintains centralized files, records and information regarding organizational vendors
       2. Supports organizational operations through vendor relation and communication as needed by each director
       3. Attends community related events, activities and meetings
    4. Finance
       1. Supports executive director regarding financial maintenance including bank deposits and other financial records and supports preparation for the annual audits.
       2. Maintains up-to-date and accurate records and file systems
       3. In collaboration with the executive director, manages annual update of camp insurance coverage including but not limited to umbrella, property and liability insurance policies and automotive and camper medical coverage
       4. Provides appropriate reports and collaborate with executive director and the board when changes to insurance are needed, required, or suggested
       5. Supports the preparation of year end activities, including budgets, payroll tax reports and filings, new year account setup, and other activities as needed
  1. Personnel
     1. Supports the planning, development and implementation of staff training and retreats.
  2. Food Service
     1. Shares responsibility for dishwashing, cleaning and assisting with food preparation.
  3. Program
     1. Assist with camp program as appropriate and needed
  4. Other
     1. Fill in for or assist other employees as necessary.

1. Compensation, Schedule, and Personnel Policies
   1. Salary is subject to Diocesan policy and annual review
   2. Housing, utilities, food, vacation, and hospital/medical/dental insurance is provided
   3. Sabbatical time shall be accrued at a rate of two weeks per year. The first sabbatical can be taken after six years of service. Sabbaticals can only be taken upon approval by the executive director and an adequate staffing plan to cover the business manager’s responsibilities must be established
   4. The business manager needs to be physically fit enough to hike several miles over rough terrain, carry loads of up to 50 pounds and have at least average eyesight and hearing

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Hiring Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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