



<b>LEADERSHIP LEVEL</b>	Program Team (Level 3)
<b>SUPERVISOR</b>	Finance Manager
<b>POSITION TYPE</b>	Paid 13 weeks @ minimum wage (40 hours/week)

### Position Overview

The Finance Assistant's primary function is to assist the Finance Manager by providing bookkeeping assistance, handling cash, and serving our campers and staff.

The Finance Assistant is an important part of the Camp administrative team – which consists of the Finance Director, the Communication & Coordination Manager, the Camp Store Manager, Info Booth/Health Hut Manager, and other volunteers or summer staff that may from time to time assist in the office – and will therefore be expected to work alongside and in harmony with the rest of the team.

### Responsibilities:

Performs and/or oversees a variety of financial and administrative support tasks, some of which require specialized knowledge and skills including record keeping, database management, and information-gathering projects and tasks. May be required to train and oversee volunteer administrative staff.

- **Finance Office and Info Booth Income.** Assist and/or oversee collection and tabulation of all payments by cash, debit, cheque or credit card for all forms of income (staff or camper wallets, payment of camper fees, donations, etc.) received over the phone, at the front desk, finance office and Info Booth. This includes daily and/or weekly reconciliation of both the virtual and physical POS (Point of Sale) terminals.
- **Store and Info Booth Income.** Assist Finance Director with reconciliation of POS terminal(s) and cash income from store and info booth.

- **Manage Family Camp Wallets.** Review camper wallet balances ensuring they have not exceeded the credit limit and if so, process payments. Process wallet payments mid-week and at check-out.
- **Camp Check-Out.** Close and reconcile camper wallets, processing payments and/or providing refunds.
- **Expense Reports.** Collect expense reports from staff ensuring they have been approved and completed accurately, post expenses in a timely manner, and distribute cash if required or submit to the Finance Manager for payment.
- **Accounts Payable.** Post all vendor invoices and credit card slips in a timely manner and maintain files.
- **Payroll.** Liaise with the Program, Facilities, and Food Services departments to collect tax and banking information for summer employees and to confirm bi-weekly actual employee hours worked.

**Secondary Administrative duties may also include (but will not necessarily be limited to):**

- **Customer Service and General Office.** Answer phone and counter inquiries, coordinate incoming/outgoing mail, purchase office supplies for various departments.
- **Prepare Reports.** Assist the Communication & Coordination Manager in running registration activity, and camper reports.
- **Camp Check-In.** Prepare arrival packages for camps and assist with registration and check-in.

**Qualifications:**

- Must be a mature follower of Christ and actively pursuing a deepening relationship with God.
- Must exhibit a servant heart and positive attitude.
- Must be a minimum of 19 years of age.
- Has had a minimum of 1 year previous leadership.
- Must love youth and have a desire to see them grow in their relationship with God.
- Be able to work independently and exercise good judgment.
- Be a team player.
- Have good communication skills.
- Have good interpersonal skills.
- Have strong organizational skills and excellent attention to detail and accuracy.
- Have strong analytical and numerical skills
- Proficient in Microsoft Excel and quick to learn other software programs

- Is relational, approachable, and able to problem-solve.

### **Staff Core Values**

We value that we are part of God's work and there is a spiritual dimension to our job and responsibilities.

- a) We will commit to nurturing a personal relationship with the Lord.
- b) We will exemplify a positive and self-sacrificing attitude in fulfilling responsibilities.
- c) We will look for ways to be involved with promoting spiritual growth in fellow staff, volunteers and others using the camp.

We value that we are part of a team.

- a) We recognize that God has given each member different gifts and strengths. While each member has specific responsibilities, we look for ways to help each other and fill in the gaps where needed. Our goal is to help each other succeed.

We value an atmosphere where confidences are kept and there is a mutual respect for one another.

- a) We will value one another's opinions and perspectives even when there might be a disagreement.
- b) We will express ourselves even if one's view differs from that of other staff members and encourage and make it comfortable for others to do the same.
- c) We will refrain from talking about other staff members behind their backs.
- d) We will respect the confidentiality of information on sensitive issues.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.*