

BUSINESS MANAGER

Job Title: Business Manager
Categories: Part-Time (20-29 hours per week)
Location: Annunciation Heights Youth & Family Camp; Camp Saint Malo; Emmaus Retreat Center
Reports to: CEO/Executive Director
Hourly: TBD
Start Date: Open Immediately

The Business Manager is a part-time, year-round position with the overall responsibility to oversee the business administration of Annunciation Heights and Camp St. Malo. As the critical member of the camps' operations, the Business Manager will report directly to the CEO/Executive Director. This position does not require residence at Annunciation Heights, but the person should be able and willing to come to camp weekly for meetings.

The Business Manager will oversee all the day-to-day accounting needs of the camp including, but not limited to: accounts receivable/payable, inventory, general book keeping, budgets, costs vs. pricing analysis, and the strategic analysis/planning and implementation of the camp's revenue producing activities. In addition to these fundamental duties, the business manager will also assist with the camp's human resources needs and operational financial efficiency as it relates to registrations, refunds, donations, etc. This position requires whole-hearted endorsement and belief in the camp's mission and this person should demonstrate both Christ-centered servant leadership and a desire to love people through the ministry of business administration. They should be motivated by working in a start-up environment with the overall goal of learning and improving systems and assisting to lay down fundamental business practices that will help to launch the camp into a successful and financially stable future.

Candidates should have a minimum of 5 years of concrete accounting experience with small business and/or non-profits, have proficient skills in Excel, and the ability to learn new software systems with both the camp and Archdiocese of Denver Management Corporation (AoDMC).

Position Duties and Goals:

- Provide business administration support for the Executive Team as assigned by the Executive Director
- Working in conjunction with the AoDMC, responsible for all accounting, book keeping, accounts payable/receivable, and inventory.
- Assist with month-end close, as directed by AoDMC Accounting Department
- Assist with various human resources needs
- Assist the Executive Director with Budget preparation and analysis
- Learn/train the camp-specific software program
- Establish, analyze, and optimize the ongoing business systems of both camps
- Work with the Executive Director to develop a robust camp-specific business plan

- Act as a liaison between the camp and the AoDMC Accounting Department to ensure full communication and total transparency

Responsibilities and Duties Common to all Staff:

- A practicing Christian who seeks to follow Christ in his/her daily living and in interaction with other staff and guests (campers, parents, volunteer staff, user groups, etc.)
- To exemplify a general attitude of helpfulness to other staff and volunteers, campers, parents, and user groups
- To give assistance in any phase of the ongoing operation of the camp when need warrants and when assigned by the Executive Director

Qualifications

- Excellent professional and administrative organization: task oriented, timely responsiveness to duties and requests, organized
- Excellent professional skills: time management and organizational skills
- Knowledge of, or ability to quickly learn various accounting software programs such as Campbrain, Intaact, Excel, and various other software program used by both Annunciation Heights and the AoDMC

Time: Part-Time, year-round

Category: Manager

WHY WORK AT ANNUNCIATION HEIGHTS

Annunciation Heights is a new Catholic youth and family camp nestled at the base of Longs Peak in the heart of Colorado's majestic Rocky Mountains. By living an authentic Catholic culture, we seek to glorify God by leading our guests into the depth and mystery of a personal friendship with Jesus and His Church. Under the patronage of Mary, Undoer of Knots, our goal is to awaken and restore the hearts of Catholics to the radiant joy of knowing and living the Catholic Christian life.

Send Resume, cover letter, and salary history to: kyle.mills@annunciationheights.org