

Roton Point Job Description

Function Title

Business Manager

Incumbent/Previous Incumbent

New position, reports to General Manager

Primary Functions

The primary functions of this management role are to:

- Ensure monthly reports, including but not limited to the financial statements and cash flow projections, are accurate and issued within the first week of the following month
- Coordinate the annual Audit with responsibility for providing auditors their requested documents and the draft Audit Report
- Prepare the Capital and Operating Budgets for review by the Finance Committee and Board of Directors using the Northstar Report Writer
- Prepare Annual Forecast for review by the Finance Committee and Board of Directors using the Northstar Report Writer
- Ensure the Roton Point Accounting Policies and Procedures Manual is current and that the financial processing controls are functioning
- Ensure payroll, billing, and collections are accurate and timely
- Manage the various banking relationships and ensure that RP's deposits do not exceed FDIC insurance limits
- Produce management reports using the Northstar variable report writer
- Assist the General Manager with various Personnel issues
- Assist with procurement of vendor services
- Supervise the two office staff in the fulfillment of their accounting (payroll and vendor invoice processing) and owner servicing responsibilities.

Illustrative Examples of Work

Among specific responsibilities of the Business Manager:

- Ensure the Monthly Financial Statement Reporting Package is accurate and brief the Finance Committee on the RPA and RPC

Monthly Financial Results focusing on the Actual vs. Budget and forecasted Cash Flow

- Ensure the Annual Budget is accurately input to Northstar.
- Manage the RPA Capital Budget and the RPA/RPC Operating Budgets, working with various contributing Committees.
- Brief the Finance Committee on the status of the Capital Reserve Cash Account with emphasis on the prior year CapEx projects carry forward
- Review the various Federal, State, and Local filings prepared by the Auditors
- Review the various Camp Registration Reports for accuracy and tie out to the General Ledger
- Review work flow assignments of the two staff and recommend operating efficiencies
- Ensure staff is cross trained on Northstar
- Provide recommendations for updating Northstar with the periodic software updates to keep the license current
- Monitor the Northstar Accounting and Reporting System ensuring its functionality is current and the reporting is accurate

Education/Experiences

- Degree in Finance or Accounting
- Proficient in accounting bookkeeping and practice
- Six years of related accounting and managerial experience

Computer Skills

- Microsoft Office Suite
- Excel
- Experience with Northstar club software is a plus but not required

Compensation

Commensurate with experience; this position is 4 days per week.

Email to: manager@rotonpoint.org