



Redwood Area Camp

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Job Description - Treasurer

DATE: March 3, 2022
LOCATION: Redwood Area Camp
STATUS: Part Time (except during events)
REPORTS TO: Redwood Area Camp Director
POSITION: Hired by Board
TERM: N/A
WAGE/SALARY: Depending on skills

SUMMARY:

Camp Treasurer is responsible for the business affairs of the camp. To keep an accurate and efficient accounting record of all the financial resources, both incoming and outgoing of the Redwood Area Camp and to report to the director.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- During camp, coordinate the divisions for counting money and deposit in the trailer safe
- Make provision for safekeeping of camp monies until bank deposit
- Arrange for deposit of all camp monies in a camp account at a local bank, and follow camp procedures, national and local laws regarding camp monies
- Check all offering envelopes to see that monies received tally with amounts written on the envelopes
- Post all camp monies received in a camp ledger using integrated computer accounting software acceptable to the camp and the NCC treasury department
- Forward copies of required financial records accompanied by a check covering the amount of monies designated for conference, union or General Conference to the NCC on a monthly basis
- Distribute camp funds for camp operation as generally given in the annual camp budget and by camp policy. Special projects or items not in the budget must be authorized by the camp board or approved by the director

- Prepare for a finance committee a yearly financial statement which includes the balance status of all budgeted accounts and funds held in trust. As well as the totals of all moneys and funds received, and a detailed record of all disbursements made. Provide the same for special requests as needed by the director or board
- Serve on the finance committee and the camp board and advise regarding investments and loans, short and long range financial plans to foster and coordinate camp goals. This includes providing current financial statuses for the monthly fundraising efforts
- Prepare a meaningful and simplified financial report for distribution to the camp board
- Submit church financial records to NCC for audit as required
- Disburse personal giving receipts from the camp to donors on a yearly basis

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from a four-year college or university; or three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Must possess the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES

Computer literacy in programs such as Quickbooks, Microsoft Word and Excel is necessary. Ability to work independently and maintain confidences. Must be organized and detailed. Knowledge of church structure is helpful. Must possess skills in working with culturally and ethnically diverse groups.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted except by the director's prior approval.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.