



# Willowbrook Arts Camp

<b>Job Title</b>	Business Coordinator
<b>Reports to</b>	Interim Executive Director
<b>Schedule</b>	Full-time, salaried 40 hrs week, Monday-Friday

Willowbrook Arts Camp seeks a responsible Business Coordinator who will manage a wide variety of administrative tasks. The Business Coordinator will provide continuity with financial tasks, manage the CampSite registration process, and oversee staff onboarding. Financial tasks include basic bookkeeping, data entry, accounts payable and receivables, payroll, creation of monthly organizational financial reports and other financial reports as requested.

## **ORGANIZATIONAL OVERVIEW**

Willowbrook is an outdoor, six-week summer day camp which offers a rich environment of integrated arts and nature. It provides opportunities for children to develop their creative potential through experiences in the arts and environmental studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression. For more information, visit [www.willowbrookartscamp.org](http://www.willowbrookartscamp.org).

## **ESSENTIAL JOB DUTIES**

### Financial

- Help maintain financial records in accounting software, including management of day to day processing of accounts receivable and payable using QuickBooks; producing reports monthly and as requested
- Manage and reconcile all bank accounts using Quickbooks Online
- Maintain general ledger entries
- Help manage and maintain business records including collection of and accounting for camper fees, petty cash, billings and receipts, and all other revenues and expenses
- Work with Willowbrook's accounting firm to provide accurate records for tax preparation
- Monitor email in information and billing gmail accounts; direct emails to others appropriately
- Calculate and process employee payroll using ADP Workforce Now
- Assist with bank activity, including making deposits and credit card payments Assist with organization of fiscal documents, reports, and year-end reports
- Provide bookkeeping support for fundraising events
- Assist with vendor and service contracts
- Maintain archival files

### Camp Registration, Experience and CRM system

- Manage and oversee camp registration and staffing using online system

- Assure that registration is a welcoming and seamless experience for all parents and campers.
- Work with seasonal leadership to manage camper sign-in and sign-out
- Collaborate with seasonal leadership to manage parking and drop-off/pick-up system including training and scheduling parking staff and organizing evening event parking
- Help train and evaluate seasonal staff regarding registration and drop-off/pickup systems.
- Communicate with parents, as needed for registration and payment support
- Generate invoices and process payments for registered families on a bi-weekly or weekly basis

#### Personnel

- Keep and maintain records of staff information such as collecting and filing human resource forms Help to maintaining archival and administrative files
- Lead efforts to complete new staff background checks, paperwork and track onboarding processes.
- Maintain personnel records
- Assist in supply orders

#### General

- Contribute to short and long-term organizational planning and strategies
- Ensure the safeguarding of information systems through controls, password protection, and data back up plans.
- Collect data for reports and analysis (demographics, age/gender, schools, scholarships, etc)
- Prepare memos and other information for onsite and CRM system distribution
- Provide onsite backup and support for camp and remote programs
- Use respectful communication in line with company values
- Observes and enforces all rules and policies as listed in the Willowbrook Staff Handbook and code of conduct
- Work collaboratively to maintain a harmonious environment and resolve issues Communicate in a professional and constructive manner
- Demonstrate ability to multi-task and manage own time.Adjust priorities, productivity, efficiency and speed based program needs
- Respond to feedback in order to improve performance
- Act as a steward of Willowbrook's resources and Vision/Mission/Values by training, modeling and promoting sustainable behaviors/operations
- Perform other duties and tasks as assigned

#### Qualifications

- Bachelor's degree preferred, Associate's degree in accounting or other related area will be considered. If no degree held at least 4 years of directly related experience is required.
- Commitment to children's education and Willowbrook's mission
- Familiarity with bookkeeping and accounting principles
- Demonstrated knowledge in QuickBooks Online and spreadsheets
- Background and work experience in financial management for a non-profit is a plus
- Excellent computer skills and proficient in Microsoft software (excel, word, access) and ADP online payroll processing
- Knowledge of Campsite software or other CRM systems is a plus
- Meticulous and detail oriented

- Excellent communication skills, both verbal and written
- Excellent interpersonal skills and a collaborative management style
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Ability to delegate responsibilities effectively
- A Clean driving record and ability to pass a background check
- The ability to work outdoors in all weather conditions
- Maintaining confidential information is required

## **COMPENSATION**

Salaried position: \$41,000 - \$45,000

Benefits:

- Healthcare stipend of \$300 per month
- 11 Paid Holidays per year
- Paid Vacation Leave
- Paid Holiday Closure
- Paid Sick Leave
- Flexible Schedule

*Willowbrook Camp is an equal opportunity employer and is committed to maintaining a work environment which is free of harassment, discrimination, or retaliation because of sex, gender, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state, or local laws.*