



## Financial Secretary Part

### Duties and responsibilities

1. Receive and record contributions and fees for review and submission by Camp Manager to Treasurer.
2. Prepare and make bank deposits.
3. Prepare checks for accounts payable and prepare report for review and submission by Camp Manager to Treasurer and Board President.
4. Reconcile bank statements and prepare reports for review and submission by Camp Manager to Board President.
5. Prepare payroll.
6. Prepare and mail, quarterly federal tax filings, W-2s and end of year tax filings.
7. Prepare Annual Form 990.
8. Maintain budget tracking spreadsheet for Camp Manager's review.

## Registration Secretary Part

### Duties and responsibilities

1. Check status of registrations on RegFox.com.
2. Download and/or Print a list of campers for each week – breakdown boy/girl.
3. Call, email or mail confirmations to each camper with balance due.
4. Assist churches with online registration as needed.
5. Create a rooming assignment spreadsheet for each Camper
6. Prepare check-in list for the upcoming week.
7. Prepare list of campers for nurse and print treatment permission forms.
8. Oversee the entirety of the drive-thru check-in process.
9. Email and Call the following weeks participants reminding them:
10. Prepare check-out list
11. Oversee check-out process

## Schedule

Month	Jan*	Feb	March	April*	May	June	July	Aug	Sep	Oct	Nov	Dec
Estimated hours	34	25	48	86	100	120	106	25	25	25	25	25

**Total Estimated Annual Hours: 644**

**Hourly Rate: \$TBD**

**Annual Compensation Estimate: \$To Be Discussed**

\*January hours include filing and distributing W-2s, 1099s and end of year tax filings. April hours include preparing and filing the Form 990.