

Brown Ledge Camp

Job Description

Job Title: Business Manager

Reports to: Executive Director

Salary: \$60,000 - \$65,000 (commensurate with experience)

Full-time, exempt.

To Apply: Send your cover letter and resume to work@brownledge.org with the position title in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Business Manager

Position Summary: The Business Manager supports the day-to-day financial and administrative operations of Brown Ledge Foundation. This role focuses on bookkeeping, payroll, office management, store & inventory management, regulatory compliance, and administrative coordination to ensure smooth operations year-round. The Business Manager is also responsible for human resource management. This is a hands-on, detail-oriented position ideal for someone who enjoys both numbers and people.

Essential Job Functions

- Manage daily bookkeeping functions (A/P, A/R, banking, budgeting and reporting)
- Manages general office administration (supplies, IT support,, bank deposits, prepare checks, incoming and outgoing mail)
- HR admin/benefit management and compliance
- Run payroll and staff onboarding
- Conducts cash flow analysis
- Prepares monthly, quarterly and year-end financial reports
- Coordinates audit and audit-related activities
- Maintains internal controls and safeguards
- Answer and direct incoming phone calls and monitor general email inbox

- Keeps the Executive Director informed of the organization's financial position in a timely manner
- Works with the Executive Director to prepare the organization's annual budget
- Helps develop and track forms and processes for smooth office operations
- Provides administrative support to program staff for training and conference activities
- With leadership team, manage and oversee capital budgeting planning
- Collaborates with Program Director on ACA as needed
- Summer specific: paying summer staff, updates leadership team regularly on summer budget
- Coordinates with families on tuition payment
- Manages online Store Front, filling orders and maintaining websites.

Qualifications

- Ideally, local to the greater Burlington, VT area
- 3-5 years professional bookkeeping and office management experience
- Excellent verbal and written communication and organizational skills
- Ability to work independently and as part of a team
- Proficiency with Quickbooks and Google Workspace
- Experience running payroll

Work Environment

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Summer camp
- Office

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform physical labor required

Schedule

The role is based mainly out of an office (or home office, remote work is allowed) during Brown Ledge's 'off' season and officially at Brown Ledge Camp during the 'shoulder' and 'core' seasons as defined by Brown Ledge's summer season.

Job Benefits:

- Eligible to participate in employee sponsored healthcare.
- Eligible for Company's 401k management offering.
- A 100% tuition credit for your child/children to attend summer camp.
- Flexible work schedule: remote, office setting, and unlimited PTO.
- Sick, personal, and bereavement time as needed.

About Brown Ledge Camp**Mission**

Brown Ledge is a non-profit camp that exists to develop community, self-discipline, responsibility and achievement in girls and young women, through self-directed participation in varied activities in a high quality summer program.

Brown Ledge Camp is a residential camp for girls aged 10 to 18 located on Malletts Bay of Lake Champlain in the beautiful Green Mountains of Vermont. Quality instruction, on an elective basis, is offered in 18 activities with emphasis on horsemanship, theater arts, water and field sports. The 170 campers at Brown Ledge represent all parts of the United States, Canada, Europe and other areas of the world.

The Freedom of Choice framework makes Brown Ledge different from other camps. The Brown Ledge philosophy offers nearly unlimited opportunity for self-discovery and self-realization in a fun, open and supportive atmosphere. Brown Ledge's structure of open activity time communicates to girls that they are capable of making decisions and trusted to make good decisions. That is not to say that campers will not make mistakes. But at Brown Ledge campers are given the space to make mistakes because failing is as important to the learning process as succeeding.

Although the world has changed quite a bit since Brown Ledge was founded in 1926, the camp's Freedom of Choice philosophy has not. Considered progressive education in the early twentieth century, this philosophy is still relevant today, and, arguably, might have a greater impact on a camper's growth and development than it has in past decades.

We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, or veteran status.