

POSITION DESCRIPTION

Position:	Administration Accounting Clerk
Department:	Office Support/Administration
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-PTC (Final housing assignments may differ based on availability)</i>
Reports To:	Accounting Assistant
Desired Availability:	May 26 – August 12

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of Scouting America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current Scouting America Annual Health and Medical Record (Parts A,B, &C) to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Administration Accounting Clerk is directly responsible to the Director of Business Operations and works directly with the Accounting Clerk for direction and supervision in the recording and processing of cash receipts from all sources; to maintain a high degree of accuracy in the accountability of funds through proper auditing procedures; to report to your supervisor immediately any deviations from prescribed procedures or shortages.

Primary Duties & Responsibilities

- Stamp & date tally reports, prepare all cash banks and disperse in designated red bags prior to camp opening.
- Maintain & balance proper supply of currency for summer accounting cash bank.
- On a daily basis, pick up cash receipts and deliver following day banks to all Trading Posts and various Departments.
- Assist in preparation of daily deposits.
- If needed, deliver change at specified times to base camp Trading Post and various Departments.
- Prepare cash bank funds daily for all Trading Posts.
- On a daily basis, maintain and email daily reports for base camp, backcountry Trading Posts.
- Pick up and delivery of inter-camp mail when doing morning money runs.
- Assist in audit of daily cash receipts from base camp, backcountry Trading Posts.
- Keep all coins rolled from vending and laundry machines.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 years of age by time of employment
- Relevant experience in accounting preferred
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Strong attention to detail
- Proficient computer skills, ability to operate general office equipment, and familiarity with Microsoft Office 365 programs
- Ability to function well in a high-paced and at times stressful environment
- Must be able to secure a Philmont Driving Permit

Physical Requirements & Work Environment

- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- May be asked to remain stationary (sitting or standing) majority of workday
- Subject to repetitive movements while operating a computer and other office equipment

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 11/18/2024