

**ADMINISTRATION ACCOUNTING CLERK
POSITION DESCRIPTION****POSITION CONCEPT**

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.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

PRINCIPLE 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.
- Must be able to secure a Philmont Driving Permit.
- Assist with other staff responsibilities as assigned to insure that the mission of Philmont Scout Ranch is carried out.
- Submit a completed Philmont Health and Medical Form, meet the Height/Weight requirements for backcountry participation, and be able to lift and handle materials up to 70 pounds.