

General Bible Quiz Budget Coordinator Job Description

Job Title: Budget Coordinator

Reports To: QAC Executive Committee

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SUMMARY The budget coordinator will be responsible for reviewing the previous event actual expenses versus the original budget and prepare a preliminary budget for the next event.

SUGGESTIONS

1. Make a priority the determination of what extra activities the event will include. At Q2006, the baseball game with meal was \$13.50 per person. That amount caused some overage in the budget line item. It must be determined if the amount of the activity is worth the expense; should the amount be added to the base charge for individuals or should it be included in the cost.
2. Must have at least a rudimentary base cost for the college/university selected. This cost will be the most important cost in determining registration fees.
3. Upon acquiring 1 and 2 above, the individual and team registration fee goals need to be finalized. Once determined, that goal needs to be as close to the previous amount as possible. An ideal amount would be \$150-\$175 total for both the team and individual fees. In the past, separate amounts have been charged to encourage districts to pay teams fees which become a seed for deposits and any necessary expenses prior to the event. USA/Canada has offered to help with seed money if and when necessary (of course, to be paid back.)

TIME COMMITMENT

Pre-Event	Approximately 20 hours at intervals throughout the year before the event and several hours working out the various expenses and invoices with Kansas City NYI accounting people.
Event	Very little.
Post Event	Approximately 10 hours total finalizing the actual versus the budget.

Total commitment: Approximately 30-40 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

1. Acquire essential documents from the previous budget actuals.
2. Create preliminary budgets from pro forma data. There should be at least 3 budget variations based on number teams, i.e. 90, 100, 110, 120, etc.
3. Work with tournament director to decide what activities and expenses will be included in the event.
4. Prepare documentation for determining the cost per individual for presentation to the executive committee.
5. Understand the necessity for a profit. The suggested amount to be 5-10% of the total budget amount.
6. Assist with unpacking and organizing all event materials including awards, tee-shirts, officials and staff shirts and any other materials in the setup area.
7. Update the budget categories based on changes for the event.
8. Work with Kansas City NYI accounting person when necessary.
9. Assist the tournament director and BFM personnel setup the quiz material display area.
10. Organize and inventory staff walkie talkies and label appropriately. Make sure each is charged.

Tournament Duties

1. Work with Kansas City NYI accounting person when necessary.
2. Assist tournament director reconciling invoices to payments.
3. Answer any budget questions during the event.

Post-Tournament Duties

1. Work with Kansas City NYI accounting person, tournament director and the college representatives for the purpose of billing. This includes the accuracy of the overall invoice.
2. Evaluate all aspects of the event and prepare a written list of suggestions for improvement.
3. Prepare final budget with actual amounts expensed for pre form for Q2010.

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MATHEMATICAL SKILLS

Analytic mathematic skills necessary for spreadsheet budget creation and manipulation required.