

Camp Bethel Ministries

Job Description

Adopted: January 17, 2004

Revised: April 10, 2018

Position: Bookkeeper

Supervisor(s): Office Administrator & Executive Director

Persons to be Supervised: Financial Oversight over personnel which handle Camp Bethel Ministry funds (Summer Camp Banker, Camp Store Manager, etc.).

Summary: Keeps records of financial transactions at Camp Bethel Ministries (including the Day Care).

Responsibilities:

1. Ensure that “best practices” standards are followed for receiving donations and other sources of income, distributing funds and recording of financial transactions.
2. Track and pay bills using *QuickBooks*, computerized checks, and spreadsheets.
3. Employ the three-step accounting procedure to assure accuracy prior to making deposits.
4. Systematically retain, protect, retrieve, transfer and dispose of records according to established procedures.
5. File copies of proof of payment, bills, invoices, statements, and correspondence.
6. On a weekly basis prepare multiple deposits, complete payroll for between 5 and 40 employees depending upon the season, and prepare reports for the Executive Director and/or Board of Directors.
7. Make mid-week deposits as needed (especially from rental/retreat groups or summer camps)
8. Prepare weekly FICA deposits, and send monthly state withholdings & documentation.
9. Each month, invoice employees and others for utilities and/or rent.
10. Invoice retreat and rental groups as needed, and as directed by the Executive Director “settle up” with retreat/rental groups.

11. Assist in preparing the annual budget (October).
12. Distribute proper forms and instructions, and obtain proper forms and information for local, state and federal tax purposes (W-4s, W-2s, 941 Report, state withholdings, etc.)
13. Prepare documents to be sent to the auditor.
14. Prepare financial correspondence as necessary (gift-in-kin letters, etc.).
15. Prepare donor contributions report listing the fund, name, address, and amount of gift.
16. Communicate with the Executive Director regarding upcoming expenses, account balances, etc.
17. After obtaining approval, submit a written plan to the Executive Director for providing continued bookkeeping service during absences for vacation, deputation, etc.
18. Reconcile each account monthly as statements arrive.
19. Oversee and coordinate financial operations of the Summer Camp Banker, Camp Store Manager, etc..
20. May perform duties of Summer Camp Banker.
21. Perform all duties as assigned by the Executive Director.

Faith-Based Ministry Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Be a consistent witness for Jesus Christ, possessing and demonstrating excellent integrity.
3. Exhibit spiritual maturity as defined by Biblical standards.
4. Demonstrate a courteous and Christ-like manner in all relationships.
5. Exhibit a strong commitment and dedication to mission of Camp Bethel Ministries.
6. Agree with and be able to uphold without reservation Camp Bethel Ministries' *Statement of Faith*.

Additional Qualifications:

1. Minimum education of High School diploma/GED.
2. Minimum of 2 years of accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reporting.
3. Ability to perform several tasks concurrently with ease and professionalism.
4. Proficient in the use of *QuickBooks*, and *Microsoft Office 2013 – Word, Excel, and Outlook*.
5. Knowledge of regulatory requirements of processing payroll.
6. Excellent interpersonal skills and customer service skills.

Work Environment / Physical Demands:

1. Regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear.
2. Regularly required to stand, walk, stoop, kneel, crouch or crawl.
3. Must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
4. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and ability to adjust focus.
5. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.