



# Camp Lutherwood Oregon

<b>JOB TITLE</b>	Bookkeeper/Accounts Specialist
<b>REPORTS TO</b>	Executive Director
<b>DEPARTMENT NAME</b>	Office & Administration

## 1. PRIMARY PURPOSE

The primary role of the Bookkeeper/Accounts Specialist is to perform the necessary tasks in the overall financial recordkeeping, payroll, accounts payable, reporting, HR support, and forecasting.

## 2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage weekly books, accounts payable and accounts receivable in QuickBooks
- Reconcile accounts monthly, including all donations with Development staff
- Prepare and review monthly financial statements in preparation for Board of Directors
- Process payroll and quarterly/yearly reporting
- Close and reconcile books at year-end and prepare for annual review with CPA
- Oversee employee benefit administration
- Intake all new employee forms including year-round and summer staff employees.
- Maintain all financial documents
- Follow and maintain internal control systems to assure compliance
- Work with Development and Program staff to provide financial information and reports for grants as required
- Track compliance with donor restricted funds
- Assist in the preparation of annual budgets and oversee budgeting process
- Oversee reconciliation of bank accounts
- Collaborate with staff and work proactively to improve business operations
- Other duties may be added or changed depending on the person's skills and desires

## 3. OTHER DUTIES AND RESPONSIBILITIES

- Assist in general office administration
- Attend professional training seminars/conferences as needed or required
- Assist with other duties as assigned by the Executive Director

## 4. JOB/BEHAVIORAL COMPETENCIES

- Keep confidentiality –including information regarding campers, donors, staff, and guests
- Practice active listening
- Practice hospitality to all guests including other staff and volunteers
- Enjoyment of people of all ages and the willingness to put their needs and those of the camp community ahead of personal desires
- Enjoyment of the outdoors
- Respect and teach respect for all people, the natural environment, camp facilities, and camp equipment, participate actively in the camp community, in staff gatherings, and in meetings
- Ability to function as a working member of a group
- Sound moral character
- Good physical health and vitality
- Emotional stability
- Willingness to laugh and have fun
- Maintain a professional attitude toward camping and ministry



- Emphasize safety in all activities including emotional, physical, and spiritual safety

## 5. MINIMUM QUALIFICATIONS AND EXPERIENCE

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Must have at minimum an Associate's degree in accounting, business administration, or 3 years business experience
- Must have demonstrated experience with QuickBooks, Excel, and Word
- Proficient in bookkeeping practices and GAAP
- Previous non-profit bookkeeping experience preferred
- Demonstrated ability to organize projects and meet deadlines
- Excellent computer, verbal and written communication skills
- Experience working in a team environment, with strong interpersonal communication skills

## 6. PHYSICAL DEMANDS

### A. The physical effort typically applied in this job includes:

<input type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

### B. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

## 7. MENTAL OR VISUAL DEMAND

x	Concentrated mental and/or visual attention; the work involves performing complex tasks very close accuracy and quality specifications; requires attention to detail and to people's needs.
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X	Ability to listen and speak to others in person, on the phone, and/or the walkie-talkie
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## 8. WORKING CONDITIONS

### A. Possible disagreeable elements typically of the work area (while on site at camp):

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			



**B. Description of the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:**

X	Work is typically performed under reasonably good working conditions; while exposure to all or all of the above elements may occur, such exposure is generally not present to the extent being disagreeable.
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**9. ATTENDANCE**

All employees are expected to comply with company attendance standards as agreed upon employment and according to the employee handbook.

**10. SAFETY**

All employees are expected to comply with company safety standards and all American Camp Association standards. All employees are expected to be trained on all equipment prior to operation.

**11. FLSA STATUS**

Non-Exempt

**12. SIGNATURES & DATES**

The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Camp Lutherwood Oregon is committed to an employee selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Lutherwood Board chair or current designated person.