



glenlake

Camp & Retreat Center

Making disciples of Jesus Christ for the transformation of the world.

CORE VALUES: Love deeply, Host graciously, Serve intentionally

BOOKKEEPER

Staff Purpose: The Bookkeeper seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake. The Bookkeeper serves as part of a ministry dedicated and committed to a team approach to the ministry entrusted to us.

Job Summary: The Bookkeeper is responsible for the preparation and maintenance of financial records and reports for GLCRC. The Bookkeeper provides financial support to the Executive Director through bookkeeping, payroll, banking, and reporting services.

Under the direction of the Executive Director, the Bookkeeper maintains all necessary and appropriate records, files, and processes to ensure a smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

Duties and Responsibilities: (include but not limited to)

Bookkeeping

Prepare General Ledger and supporting accounts within Quickbooks electronic accounting system

Prepare Accounts Payable files and process checks for signing and distribution

Record all revenues, including sales reconciliations from the camp store, donations, grants, and group accommodations/meal fees

Reconcile all accounts and prepare financial statements, including Balance Sheet, Revenue and Expenditure, Performance to Budget / Variance, and Cash Flow

Maintain financial records and filing

Follow up with GLCRC accounts payable invoices as needed

Payroll

Administer group benefits and prepare weekly payroll files as needed for approval by the Executive Director

Maintain records for taxable benefits

Banking

Reconcile bank accounts monthly

Reconcile credit card account monthly

Monitor cash flow and cash management

Reporting

Prepare monthly Financial Statements as required by Executive Director

Prepare year end information for the accountant/annual audit

Prepare tax submissions, monitor tax preparation and distribution (Payroll, sales, and occupancy)

Prepare audit documentation, when required

Prepare Grant Reporting reports

Prepare grant confirmations and monitor reporting requirements

General

Provide advice and recommendations on financial procedures and practice as required

Knowledge, Skills, and Abilities

Strong computer skills, including Quickbooks Accounting, Excel, and CampBrain

A complete and expert understanding of all accounting principles and standards for not-for-profit organizations.

Understanding of state and federal reporting standards for not-for-profit organizations

Human Resources

At the discretion of the Ex. Director, manage human resource employment files

Maintain records of benefits; all employee insurance, PTO, pension, etc

Coordinate compliance with state and federal notifications and posting in the workplace

Camp Store/Retail

Preparing store cash drawers, making deposits, and all credit card processing

Coordinate Tax payments for the camp store

Preferred qualifications:

Degree or diploma in business or administration and certification in bookkeeping or financial management

Minimum 5 years of recent related experience, ideally with a not-for-profit organization

Benefits:

Paid Time Off (detailed in Employee Policy and Procedure Manual)

The Bookkeeper will adhere to the principles of confidentiality concerning the business of this ministry.