



Financial Bookkeeper

Job Description

Mission: To encourage youth, adults, and families to discover and strengthen a life-changing relationship with Jesus Christ through high-quality Christian camp experiences that consistently proclaim Jesus and reflect His love.

Vision: LBBC is a place set apart where the heart, mind, body, and soul of every guest can encounter the living God.

Organizational Relationships:

- Reports to Executive Director
- Coordinates with all other departments; interfaces with Guest Services team

Overview:

The Bookkeeper is responsible for overseeing payroll, accounts payable, accounts receivable, cash management, financial statements, budget, and audit to provide an accurate record of all transactions and for the completion of monthly and year-end financial reporting.

Job Responsibilities:

1. Employment

- Collect and process necessary paperwork for all new employees (I-9s and background checks) and volunteers.
- Collect payroll information and charges from camp gift shop and canteen for monthly payroll; send to CPA.
- Collect I-9 forms from vendors.

2. Banking

- Deposit payments for registrations summer camp and retreats, offerings, and donations.
- Make transfers for capital items, scholarships, HRA reimbursements, and donations.
- Summer camp 'bank' – cash on hand for gift shop reimbursements, making change, etc.

3. Balancing

- Balance of registration, gift shop, canteen, art studio cash boxes.
- Daily balance of registrations coming by credit card and verify deposits.
- Maintain operational cash flow and plan accordingly.

4. Journal Entries

- Create entries for splitting down payments between categories of income and expenses, and transfers between checking and savings accounts.
- Summarize breakdown of income from various departments at end of (camp) week.
- Create entries for camper scholarships.

5. Office/Clerical

- Process/data entry church support commitments.
- Send out quarterly support letters to churches.
- Process and send out donation letters for gifts.
- Assist with phones, guests, mail, registrations, and activity sign ups.

Desired Education and/or Experience:

- High school diploma or equivalent; college degree in accounting, business or equivalent is preferred.
- Firm knowledge of Generally Accepted Accounting Principles.
- Experience in a non-profit organization is preferred.

Desired Knowledge, Skills, and Abilities:

- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Proficient with essential computer and keyboard functions.
- Must have good written and verbal communication skills.
- Ability to work with current Excel spreadsheets and/or create new spreadsheets based on needs.
- Experience using a variety of computer programs, email, document scanning and electronic document storage.
- Ability to understand and maintain cooperative and effective working relationships.
- Demonstrate attention to details and accuracy of data entry.
- Ability to work in a fast-paced environment and flexible hours.
- Ability to maintain confidentiality in regards to all areas encountered in the job.
- Have a valid driver's license.

Working Conditions:

1. Environment:
 - The physical environment requires the employee to work inside, sitting at a desk for long periods of time.
 - In addition, there may be occasional standing, squatting, stooping, and twisting.

Part-Time; Hourly Position

Send Resume and Cover Letter to Executive Director Phil Tolbert at phil@lbbc.com.