

Accountant / Bookkeeper



Classification: Part-Time

(Hourly Approximately 8-15 hours per week)

Reports to: Camp Executive Director

Works with: All departments

Position Purpose: To further the mission of Golden Bell Camp through supporting the functions of the business office while also supporting other departments as needed due to the teamwork approach of the Camp.

QUALIFICATIONS:

- Commitment to Camp mission and purpose.
- High School Diploma or equivalent GED
- CPA not required but must have evidence of Accounting background
- Possess a strong understanding of business processes.
- Physical ability to lift and carry 30 pounds.
- Ability to take charge of tasks and work independently.
- Good time management
- Team player
- Motivated
- Display the ability to think strategically.
- Excellent organizational skills
- Detail-oriented
- Able to develop procedures for work.
- Good communicator
- Able to multitask and prioritize the importance of tasks.
- Makes good decisions under pressure.

ESSENTIAL JOB FUNCTIONS / MAJOR WORK AREAS:

- Responsibility for assisting in financial operations of the ministry, ensuring compliance with regulations, and managing information for the ministry.
- Help keep the Camp in compliance with proper accounting processes working with the Business Assistant.
- Develop and maintain relationships with vendors, and customers.
- Analyze data to identify trends and opportunities for improvement.
- Develop reports to track progress and performance.
- Ensure compliance with applicable laws and regulations.
- Maintain clear and encouraging written and verbal communication with all camp staff.
- Exhibit a Christ-like attitude regarding our tasks, guests, and co-workers.
- Accounts Payable:
 - Responsible for recording and paying all camp bills.
- Accounts Receivable:
 - Responsible for recording all income for retreats, camps, rentals, RV collections, Golden Bell Sponsored camps.
 - Provide weekly bank deposit of all cash and checks received.
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Mission Statement

A mountaintop experience for all ages encouraging adventure, relationships, and a personal encounter with Christ.

What is a "Mountaintop Experience?"

At Golden Bell, we believe a "Mountaintop Experience" is escaping the busyness and distractions of this world to draw closer to friends, family, and God. By providing camps and accommodations, we help encourage kids, teens, and adults to set aside the craziness of life and explore the beauty of the great outdoors. By challenging them in their faith, we help provide the greatest mountaintop experience - the experience of feeling God's Presence in a way like never before. We hope you will come and join us to see just what it means to have a "Mountaintop Experience."

- Bank accounts:
 - Record bank deposits, including cash, checks, CampBrain, Square, and ResNexus receipts.
 - Reconcile all bank accounts monthly.
- Cash forecasting:
 - Responsible for calculating weekly balances and reporting to management.
- Payroll:
 - Responsible for running bi-weekly payroll and submitting direct deposit information to Park State Bank
 - Responsible for reconciling payroll with QB reports and submitting for approval.
 - Responsible for submitting 403 (b) deposits to retirement accounts.
 - Responsible for setting up new employees for 403 (b) contributions.
 - Responsible for submitting payroll taxes as required.
- Credit card expenditures:
 - Downloading monthly credit card statements, record and reconcile statements.
- Monthly account reconciliations:
 - Transfer deferred revenues from liabilities to revenue accounts.
- Track capital expenditures throughout the year
- Financial Statements:
 - Responsible for completing Financial Statements and other reports at month-end.
- Quarterly Reports
 - Responsible for completing state sales tax reports.
- Bi-annual report:
 - Complete sales tax application and pay required renewal fee.
- Annual / Fiscal year duties
 - Complete and submit W-2 for all employees.
 - Complete and e-file 1099-NEC reports for vendors as required.
 - Complete State Property Tax Exemption Reports
 - Review capital expenditures and close out expenses to fixed assets or work in process.
 - Review and reconcile balance sheet accounts.
 - Accrue payroll and vacation expenses.
 - Record depreciation for the year
 - Reconcile gift store inventory to physical inventory.
- Provide annual support for external auditors, including reports, explanations, reconciliations, etc.

APPLICATION PROCESS:

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Application form
- Resume
- Responses to Golden Bell's Statement of Faith form
- Two reference letters from professional associates
- Letter of reference from current pastor

Drop off, send, fax or email a complete application packet to:

Golden Bell Camp & Conference Center

380 County Road 512

Divide, CO 80814

Phone: 719-687-9561

Fax: 719-687-5400

Email: denise.bundenthal@goldenbellcamp.org

INITIAL ASSESSMENT STAGE:

Every new hire will be given an initial assessment period that will last their first 60 days of employment. During this time the employee and employer have the opportunity to assess if the position is a good fit for them. When the employee has completed their first 30 days of employment a meeting will be scheduled to discuss and evaluate their progress.

RELIGIOUS DISCRIMINATION NOTICE:

It is the policy of Golden Bell Camp & Conference Center to recruit and only hire applicants who have made a personal commitment to Jesus Christ and accepted Him as their Lord and Savior, as indicated on and consistent with our Statement of Faith and General Application form. Because of our religious formation and purpose, Golden Bell Camp & Conference Center has an organizational exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists.