

JOB DESCRIPTION: **Bookkeeper**

Part-time as needed (less in the winter 12 to 16 hours weekly, more in the summer up to 24-36 hours weekly) – flexible hours, may be partially remote.

Responsible to: Executive Director

Summary:

To maintain and prepare financial records and reports necessary to keep management and the board informed of the financial condition and cash position of the camp. This position manages the camp store and canteen. Records and enters all deposits and payments received, records and prepares for payment all accounts payable, reconciles various accounts and prepares monthly financial reports with QuickBooks accounting software. Onboards new employees and processes bi-weekly payroll to reconcile with Portico Benefits administration reports.

Qualifications:

1. A commitment to the Christian faith and a commitment to the mission and ministry of Ewalu Camp and Retreat Center
2. Highly organized
3. Good computer skills
4. Bookkeeping experience and knowledge
5. Payroll processing experience or knowledge
6. Office administration experience and skills
7. Knowledge of and experience with QuickBooks software preferred.
8. Ability to work as part of a team
9. Accurate with good attention to detail

Responsibilities:

1. Post deposits to appropriate general ledger accounts
2. Prepare for payment and post accounts payable payments to appropriate general ledger accounts
3. Prepare monthly financial reports from QuickBooks system
4. Maintain subsidiary ledgers of special or designated fund accounts and Capital spending projects
5. Help prepare board reports and annual report
6. Manage employee benefits through Portico Benefits administration services
7. Prepare Workers Comp insurance audit report
8. Reconcile bank statements monthly

9. Collect time sheets and process payroll
10. Purchase inventory and manage Camp Store
11. Assist with registrar during peak load demands for registrations
12. Manage Online Camp Store, and point person for Square
13. Assist with annual external audit
14. Process camper canteen reimbursements
15. Assist with other tasks as needed or assigned

Application:

To apply, please send a cover letter and resume to:

Frank Johnson
Ewalu Camp & Retreat Center
37776 Alpha Avenue
Strawberry Point, IA 52076

Or email application documents to frank@ewalu.org

Application deadline – this position will be filled when a qualified applicant is received.

Please go to our website at www.ewalu.org for more information about our camp!

About Camp Ewalu:

Our Mission: "Ewalu serves as a place to connect the Word of God to the world of God".

Camp Ewalu serves as a place for people of all ages to strengthen and grow in their faith. In partnership with Lutheran congregations in Eastern Iowa, our ministry strives to support and lift up the body of Christ through building relationships with our friends, families, and neighbors and with God all while enjoying creation. Nearly 1,000 youth participate in our decentralized, small group summer camp programs and nearly 1,000 more through our Day Camp evangelism program. We also serve thousands more visitors through environmental education, ropes course, retreat rental, and other outdoor retreat opportunities.

We are located at 37776 Alpha Ave., Strawberry Point, IA 52076

Phone: 563-933-4700

Website: www.ewalu.org