



Accounting Associate
Job Description 2024
Reports to: Director of Finance

Office Location: Camp Wapo, Amery, WI

General Responsibility / Purpose

To advance the mission, vision, strategic direction, goals and objectives of Lake Wapogasset Lutheran Bible Camp, Inc. by processing payroll, accounts payable, accounts receivable, as well as other accounting functions.

Desired Qualifications:

- A desire to work in a Christian, faith based organization, with an understanding and appreciation of ELCA theology.
- Education / experience in general accounting
- Proficient in MS Excel and Word and financial software
- Ability to communicate effectively – written and verbal
- Detail oriented and works with a high level of accuracy
- Ability to handle multiple deadline situations
- Ability to maintain confidentiality and exercise discretion
- Strong sense of responsibility, resourcefulness and individual initiative

Essential Function:

- Collection of pay data, ensure payroll is processed accurately and in a timely manner
- Data entry of accounts payable to ensure payments are made in a timely manner
- Collect all revenue and prepare deposits for the bank
- Balance store receipts and maintain starting cash
- Help in preparation of monthly finance statements

Specific Responsibilities:

- Enter all new employees into payroll software
- Collect, review and prepare timesheets for processing and enter into payroll software
- Collect and reconcile all staff credit card receipts
- Enter all payables into the accounts payable software
- Record all revenue into accounts receivable software and prepare deposits
- Reconcile store revenue and prepare reports used for sales tax reporting
- Reporting for financial statements as assigned by the Director of Finance
- Maintain petty cash and store starting cash
- Other tasks as assigned.