

Position Description: Staff Accountant

Reports to: Controller



Summary of Position:

The Staff Accountant will execute a variety of financial procedures, including month-end closing, accounts payable, accounts receivable, payroll, general ledger entries, and bank reconciliations.

Primary Responsibilities:

- Reviews all invoices prior to payment
- Prints and obtains signatures on all Accounts Payable checks
- Distributes signed checks as required
- Receives and audits ministry expense reports
- Communicates with staff regarding their expense reports
- Prepares analysis of accounts, as required
- Answers Accounts Payable and Payroll inquiries from employees and vendors
- Prepares month end journal entries
- Serves as backup for Accounts Receivable
- Demonstrates a continuous effort to improve and streamline all accounts payable processes

Qualifications:

- High school diploma or equivalent with some college coursework
- Degree in Business or Accounting preferred
- Prior experience in accounting preferred
- Proficient knowledge of Word, Excel, and Google Apps

Skills and Abilities:

- Possess excellent written and verbal communication skills
- Strong analytical skills and attention to detail
- Ability to manage multiple priorities while working under deadline
- Be an innovative thinker, self-starter and team player
- Dependable
- Able to maintain confidentiality
- Willingness to learn and serve

Compensation:

- Full-time; Non-exempt (hourly wage)
- Benefits available

Hume Lake Christian Camps is a Christian non-profit organization. It is therefore required that employees possess the following:

- Able to agree with Hume's Statement of Belief and abide by the Code of Conduct
- Manage and utilize camp resources with a biblical view toward stewardship