



Finance Coordinator Job Description

The mission of Geneva Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.

Status: Part-time, hourly

Hours: 24 hours/week

Reports to: Director of Finance

POSITION PURPOSE:

Reporting directly to the Director of Finance, this position provides comprehensive administrative support for the Finance Department while overseeing the accounts receivable and payable operation, and staff payroll.

Personal Characteristics Desired:

- Strong commitment to the Christian faith and commitment to the mission of Geneva
- Engagement in a local church
- Ability to communicate in a clear, helpful, and hospitable manner over the phone, in person and email
- Desire to continually update skills in the use of emerging workplace technology
- Ability to work cooperatively with others in a team setting
- Adapts well to change

Responsibilities:

- Manage accounts payable functions, including review and verification of invoices for accuracy and proper authorization, and timely payment processing
- Administer the staff bi-weekly payroll process
- Manage accounts receivable functions, including invoice preparation and payment application
- Maintain and organize accounting records in both physical and electronic format
- Oversee and reconcile credit card enrollment and transactions
- Assist Director of Finance in the month and year-end balancing and reporting process
- Compile information for year-end 1099s and other misc. tax reports
- Assist with year-end audit and budgeting process
- Partner with other staff to assist in joint projects between departments

Experience and Qualifications:

- Minimum two (2) years' experience in administrative support, accounting, and payroll is preferred, however an equivalent combination of education and relevant experience will be considered
- Demonstrate exceptional organizational skills with impeccable attention to detail
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
- Demonstrate strong computer and data processing skills. Experience with Quickbooks Online, Microsoft Office, and Benepay Payroll System is preferred.
- Ability to handle confidential donor/constituency and staff information with sensitivity and integrity

Geneva invites people to step away from their normal daily rhythms and contemplate God's call on their lives. Working behind the scenes still allows you to be part of something special as Geneva provides an excellent and hospitable experience for campers, their families, and retreat guests. We serve in one of the most beautiful environments of God's creation on Lake Michigan with an energetic staff who gets a lot done and has fun while doing it.

How to pursue the opportunity further:

Learn more about the ministry of Geneva at www.campgeneva.org.

Email your cover letter and resume to sherry@campgeneva.org