

CAMP-of-the-WOODS EMPLOYMENT OPPORTUNITY

Accountant

Employment Classification: Full Time Hourly

Department: Finance

Reports To: Finance Director / Senior Accountant

Start Date: Immediately

About the Opportunity:

The Accountant assists in the day-to-day back office responsibilities, working with the other members of the Finance team. This position also works closely with the various department heads of CAMP-of-the-WOODS.

Primary Responsibilities:

- Assist with maintaining general ledger, reconciling accounts, and providing monthly financial reporting and analysis including:
 - Generating monthly financial reports for the President, as well as periodic internal and external reporting
 - Providing reports as needed to department heads
 - Prepare reports regarding project costs for senior management upon request
- Annual budgeting and forecasting
- Maintain general ledger, reconcile accounts
- Provide data as needed to department head
- Receipting donors and assuring designated gifts are allocated properly
- Logging entries and account balances
- Payroll assistance
- Ad hoc accounting and project work as directed
- Disciple and lead summer staff

Education and Training Requirements:

- BA/BS in accounting or finance required
- 3-5 years' experience in job field preferred

Experience, Knowledge, and Skill Requirements:

- Has a personal relationship with Jesus Christ and is committed to personal growth.
- Sign agreement with the Essential Doctrines of the Christian Faith as stated in the COTW Staff Guidelines.
- Demonstrates servant leadership and will be a team player while working with other COTW staff.

- Excellent communication skills, both oral and written,
- Strong attention to detail; strong organizational skills; developed interpersonal skills; and the ability to work both as part of a team and individually while meeting deadlines in a multi-tasking environment with timely, accurate, and complete work
- Proficiency in general ledger accounting including preparing, reading, interpreting reports
- Strong Math skills
- Intermediate Excel skills
- Proficient with computers, accounting software, and Microsoft Office package
- U.S. Citizenship or ability to work within the United States as defined by Federal law

Compensation Package & Benefits:

- Hourly pay – based on experience
- Camp provided housing (including all utilities)
- Camp provided meals for employee – 3 meals per day in Summer Season; Monday through Friday lunch in Conference Season
- Health Insurance – approximately 75% of premium paid by COTW
- Health Savings Account contribution – paid by COTW
- Short-Term and Long-Term Disability plan – premium paid by COTW
- \$10,000 Life Insurance policy – premium paid by COTW
- 403(b) Retirement plan – you can contribute immediately, COTW match begins after one year of employment
- Time Off policy:
 - Eight paid holidays per year
 - Ten days of vacation per year for years 1-5 of employment, then additional days for years of service
 - Six sick days per year
 - Two personal days – after one year of employment
 - Time off for NYS Paid Family Leave, bereavement, and jury day