



## Bookkeeper

### Overview

We are seeking a detail-oriented and organized Bookkeeper to join our team. The Bookkeeper will be responsible for recording all financial information necessary for the day-to-day operation of Innabah. They will be directly responsible for tracking and maintaining all incoming revenue and processing invoices and payments in a timely manner. They need to have experience working in an accounting/general ledger system. Training will be provided on our financial system and camp/retreat registration system. Nonprofit accounting knowledge is a plus, but not a necessary requirement. Effective fulfillment of this position will include proper record keeping, financial acumen, and good communication skills. They will also need to be familiar with Microsoft Office. An ideal candidate will have strong Christian character, as well as the gifts and professional presence to represent the ministry of Innabah within the organization and in the community. Qualified and interested individuals, please send resume to Michael Hyde, Director ([mhyde@innabah.camp](mailto:mhyde@innabah.camp)) by Friday, February 7<sup>th</sup>.

### Duties

Financial Management -

Record all incoming revenue (Camper fees, Guest groups, General donations, Other funds)

Accounts Payable (Record all invoices, Print checks and record check requests, Communicate with vendors, Maintain files)

Additional Financial Responsibilities (Bank and Account Reconciliations, Petty Cash Management, Credit Card payments)

Office Management -

General Filing and Data Entry, Greet & Direct Office Visitors, Work with Director and other year-round staff members in developing and maintaining an efficient office system, Help maintain office supplies

General Responsibilities -

Participate in staff meetings, Assist other areas of camp as needed

### Experience

- Proficiency in financial concepts, including debits, credits, and general ledger accounting.
- Familiarity with accounting software is preferred.
- Strong attention to detail with excellent organizational skills to manage multiple tasks effectively.
- Ability to work independently as well as collaboratively within a team environment.
- Previous experience in a bookkeeping or accounting role is preferred.

We encourage candidates who are passionate about numbers and possess strong analytical skills to apply for this exciting opportunity.



### **Accountability**

The Bookkeeper is directly accountable to the Director. The Director shall conduct an annual review of job performance and update the job description as necessary.

### **Hours and Compensation**

This position will require up to 10 hours a week and will be compensated at an hourly rate determined by the Director and the Bookkeeper. This job will be primarily on-site at our location. Once fully trained and acclimated, the bookkeeper may be able to conduct some of their responsibilities from home, but there will continue to be time needed to be in our office in order to fully conduct all aspects of the necessary responsibilities.

Job Type: Part-time

Pay: \$13.50 - \$18.25 per hour

Expected hours: No more than 10 per week

Benefits:

- Flexible schedule

Physical Setting:

- Office

Schedule:

- Monday to Friday

Experience:

- Bookkeeping: 3 years (Required)