

FINANCE MANAGER POSITION DESCRIPTION
Lakeshore Center at Okoboji

Purpose: To provide all financial services to Lakeshore Center at Okoboji on a part-time basis. Estimated at 8 hours per week.

Responsibilities:

- ❖ Process deposits and generate checks in a timely manner
- ❖ Reconcile bank and investment accounts
- ❖ Maintain records on designated accounts and report thereon
- ❖ Maintain records on capital account and report thereon
- ❖ Monitor cash flow and budget
- ❖ Prepare weekly reports for approval by the Treasurer or Finance Committee
- ❖ Maintain financial software (QuickBooks Online)
- ❖ Assist with deposit entry in camp software (Camp Brain)
- ❖ Assist with tracking employee hours and payroll processing
- ❖ Prepare monthly and other financial reports
- ❖ Resource audit
- ❖ Consult with Treasurer and Finance Committee
- ❖ Prepare annual donation receipts
- ❖ Resources annual tax filings (1099)
- ❖ Assist with accounts receivable
- ❖ Prepare quarterly statements

Accountability: The Finance Manager is supervised by the Executive Director of Lakeshore Center. The board liaison is the Treasurer.

Qualifications:

- ❖ Ability to maintain confidentiality
- ❖ Experience in bookkeeping
- ❖ Computer proficiency: Word, Excel, QuickBooks Online, Camp Brain
- ❖ Detail-oriented
- ❖ Ability to meet deadlines
- ❖ Ability to multi-task
- ❖ Ability to relate well and serve the public
- ❖ Ability to work as part of a team and be self-directed
- ❖ Christian faith commitment

Updated: 9/2/2021