



LAKE LOGAN

Retreat Center | Camp Henry | Outdoor School

Job Title: Lake Logan & Camp Finance Business and Accounting Manager

Classification: Full-time, Non-exempt

Reports to: Executive Director

Our Core Values

- **Building Beloved Community:** cultivating a sacred space where everyone can experience belonging and unconditional love.
- **Integrity:** modeling courageous leadership through transparent decision-making, accountability, and trust-earning operations.
- **Innovation:** actively seeking and integrating ways to learn, grow, and improve upon how we work and show up as individuals, a team, and a community.
- **Stewardship:** protecting and nurturing the awe-inspiring gifts and resources of this sacred place while honoring our history and ensuring a sustainable path forward for generations to come.
- **Sanctuary:** creating an environment and experiences of wonder, exploration, spiritual connection, play, rejuvenation, and fun.

Primary Responsibilities

Work closely with the Treasurer and Executive Director to manage finance functions for all departments of Lake Logan's Retreat Center, Camp Henry, and the Outdoor School. Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with GAAP, federal, state, and local legal requirements. Knowledge of nonprofit and fund accounting a must. Knowledge of accrual accounting is strongly preferred.

Accounting/Bookkeeping:

- Process retreat, event and membership payments. Communicate with the Guest Services Manager on the status of payments and assist with record keeping.
- Support the Camp Henry director with the tracking and reporting of registration and scholarship payments.
- Ensure all credit cards are reconciled to the books and appropriate expenses are uploaded by cardholders.
- Assist with grant fund tracking and reporting.
- Manage accounts payable and accounts receivable
 - Check and verify source documents such as invoices and receipts.
 - Allocate and post financial details into the general ledger.

- Maintain internal control systems.
- Prepare checks, payments and bank deposits.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Prepare bi-weekly cash flow analysis
- Reconcile and balance all accounts monthly to include designated funds, credit card statements, donations, retreat revenue, and camp revenue.
- Prepare for the month end and assist with producing financial statements.
- Assist in preparing monthly financial statements (trial balance, income statement, balance sheet, cash flow, etc.)

Donor Records

- Maintain accurate records of donors and donor contributions including designated/restricted gifts.
- Communicate pertinent information to the Executive Director and/or Camp Henry Director to support the generation of acknowledgments and receipts for donations
- Assist with donor reporting and communication as required.
- Provide annual statements of giving to contributors following appropriate IRS regulations for tax deductibility.

On Campus and Online Consumer Purchases:

- Maintain cash boxes
- Manage merch and day pass software and wireless credit card processors
- Set up event and program payment systems in Realm

Human Resources / Payroll:

- Ensure all required internal, state and federal documentation is complete on new hires.
- Submit new hire documentation to NC Department of Health and Human Services.
- Onboard new full-time benefited employees with the Episcopal Church Pension Fund.
- Prepare and process bi-weekly payroll.
- Assist with annual workers compensation audit.
- Process 1099s for contractors.
- Set-up new employees in ADP timekeeping and payroll software.
- Ensure all off-boarding documentation is complete.

Banking:

- Perform weekly cash and check deposits to local bank
- Ensure the accurate accounting and deposits of gifts into appropriate bank accounts

Tax Compliance:

- Calculate and prepare tax payments and filings (sales and occupancy tax, sales tax refund).
- Submit monthly occupancy tax report to Haywood County Tourism and Development Authority
- Provide annual (and otherwise as needed) statements of giving to contributors following appropriate IRS regulations for tax deductibility.

- Pay annual property taxes
- Coordinate with the Treasurer and CPA on 990 filing.
- Prepare year end tax filings (1099's and W2's)

Budget:

- Assist in preparation of the annual budgets
- Support continual efforts to ensure organizational efficiencies (ie. vendor contract comparisons)
- Support grant procurement and management (ie. budget preparation and reporting)

Other Duties

- Provide excellent hospitality and customer service to all guests, campers, volunteers, and vendors.
- Provide hands-on support to other departments during peak business times.
- Represent Lake Logan, Camp Henry and the Outdoor School in a positive light in the community.
- Other duties as assigned.

Primary Relationships

- Work closely with the Treasure to produce accurate financial reports and coordinate transfers.
- Work closely with the Executive Director to communicate the financial health of the organization.
- Work closely with the Camp Henry Director to reconcile camp registration fees.
- Work closely with the Guest Services Manager to reconcile retreat revenue.

Knowledge, Skills, and Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP) rules and practices for non-profit accounting including fund accounting and accrual accounting
- Proficiency in Excel
- Familiarity with and/or ability to learn:
 - Realm Accounting software
 - Campwise software
 - ADP for payroll processing
 - Google suite (docs, sheets, etc.)
- Ability to produce, read, and understand financial reports (profit and loss statement, balance sheet, accounts receivable and accounts payable reports, etc).
- Strong organizational skills and ability to prioritize tasks effectively.
- Ability to work independently with little direction.
- Ability to safely operate business equipment.
- Excellent communication skills, both written and verbal.
- Excellent organization and time management skills.
- High ethical standards and commitment to maintaining confidentiality.

Physical Aspects of the Position

- Manual dexterity to utilize computer and other office equipment.
- Ability to sit in an office chair for extended periods.

Work Location

- Work will take place primarily onsite at Lake Logan.

Hours

- Typical schedule of 5 days per week Monday - Friday 9am - 5pm
- Should not exceed 40 hours per week without prior authorization

Remuneration

- The salary range of \$56 - \$64 is commensurate with experience and a proven track record of successful non-profit business and accounting management
- Full medical and dental insurance, life insurance, EAP, pension, vacation, holidays, sick leave
- Annual family recreational membership to Lake Logan