



Accounting & Payroll Associate Job Description 2026

Office Location: Camp Wapo

General Responsibility / Purpose

To advance the mission, vision, strategic direction, goals and objectives of Lake Wapogasset Lutheran Bible Camp, Inc. by managing payroll, accounts payable, accounts receivable, insurance administrator, as well as other accounting functions.

Desired Qualifications:

- A desire to work in a Christian, faith-based organization, with an understanding and appreciation of ELCA theology.
- Education / experience in general accounting
- Proficient in Excel and Word and bookkeeping software
- Ability to communicate effectively – written and verbal
- Detail oriented and works with a high level of accuracy
- Ability to handle multiple deadline situations
- Ability to maintain confidentiality and exercise discretion
- Strong sense of responsibility, resourcefulness and individual initiative

Essential Function:

- Process payroll accurately
- Process accounts payable making sure payments are made in a timely manner
- Process accounts receivable
- Assist with monthly financial reports

Specific Responsibilities:

- Enter new employees into payroll software and manage summer staff onboarding
- Reconcile credit card receipts with monthly statements
- Collect, review, verify, enter invoices making sure appropriate documentation and/or approval has been received prior to making payment. Determine coding if not provided by staff.
- Reconcile vendor statements and follow up with vendors and/or staff when there are discrepancies
- Enter cash and check deposits for the bank
- Enter credit card and other ACH payments received at the bank
- Record designated activity in the designated company software and spreadsheet
- Review journal entries to confirm coding
- Review monthly reports to be provided to the accountant, confirming work papers balance to financial statements
- Maintain Canteen and Petty Cash for all camp sites
- Maintain Postage Machine, making sure current month's reports correspond to the amount of postage used, making sure supplies are ordered as needed
- Notify insurance company of worker's compensation claims in a timely manner, collect all necessary documentation and follow up as needed
- Notify insurance company of changes to our policies, confirm endorsement changes and update spreadsheets to determine cost for each site
- Prepare reports and other duties as needed