

Mission Springs Christian Camps & Conf. Center – Staff Accountant

Mission Springs is a full-service Christian conference center nestled in the spectacular Santa Cruz Mountains. We are seeking a skilled staff accountant, to administer a variety of financial stewardship functions in the business department. Major areas include processing accounts receivable, semi-annual leaseholder assessment billings, property tax payments, and donations along with various other business department duties. The ideal candidate will have a strong relationship with Jesus, excellent references, a positive attitude, strong phone personality, be a team player and have an eye for detail and accuracy.

The position is part-time with potential to move to full time.

Responsibilities:

- Leaseholder assessment billing coordinator – creates semi-annual bills for leaseholder community and processes payments received to applicable accounts.
- Property tax coordinator – responsible for processing semi-annual property tax payments including payment delivery within prescribed deadlines to governmental agencies.
- Donation processing – responsible for entering received donations for bank deposit, tracking donations within specific donor funds and issuing receipt letters.
- Guest group and Outdoor Education accounts receivable coordinator – tracks invoices and related payments to create monthly accounts receivable records. Also reconciles contract deposits.
- Processes all check deposits through desktop scanner. Posts items to system as needed.
- Processes all cash deposits on bank deposit slips and takes to the bank.
- Property and Casualty insurance – provides periodic information to insurance carrier at time of purchase or disposal. Also distributes automobile insurance ID cards to operations staff
- Processes camper insurance related claims to insurance carrier as they occur.
- Petty cash – prepares the monthly reconciliation and related reimbursement of the petty cash fund.
- Sales tax return – prepares the quarterly sales and use tax return for payment submission.
- Unclaimed property reporting – prepares periodic filing of qualified items to regulative agency as needed.
- Assist in preparing various month-end and year-end accounting/reports and reconciliations.
- Provides other business department tasks on ongoing basis as needed

Physical Requirements

Position requires sitting and using a computer keyboard and screen for long periods of time; moderate physical activity including walking, stooping, bending, reaching and carrying objects up to 25 lbs.; must possess a valid CA driver's license and provide reliable personal transportation to/from work.

Education and Experience

BS degree in Accounting or Business, some equivalent experience may be substituted for advanced degree; minimum 5 years related experience in an intermediate accounting / bookkeeping position; intermediate Microsoft Office and QuickBooks knowledge; ability to multitask and prioritize with excellent verbal and written communication skills.