

american **CAMP** association®

5000 State Road 67 North
Martinsville, IN 46151
765-342-8456

Job Posting

Job Title: Accountant
Responsible Team: Fiscal Team
Opening Date: 10/13/08
Salary Range: \$30,000 - \$40,000 Non-exempt
How to apply: Submit cover letter and resume to hr@ACAacamps.org also for more details about ACA visit our website at www.ACAacamps.org.

JOB DESCRIPTION:

- 1. Maintains all general ledger accounts and bank accounts...**
...by reconciling sub-ledger to general ledger account balances; maintaining and reconciling fixed asset and depreciation schedules; reconciling and posting batches to Great Plains; preparing daily bank deposit; reconciling the bank statements.
- 2. Assists in the budget process...**
...by preparing budget spreadsheets for review by management.
- 3. Performs month end procedures...**
...by creating journal entries; maintaining section payroll imprest accounts; and maintaining the investment walk forwards.
- 4. Prepares financial reports...**
...by preparing the trial balance; performing monthly balance sheet, income statement and changes in financial position/budget variance analyses.
- 5. Processes accounts payable...**
...by processing all accounts payable on a weekly basis; printing payable checks; and maintaining a file system for the paper documentation.
- 6. Assists in the payroll process...**
...by acting as a back-up to Human Resources in completing all necessary payroll functions in the ADP payroll system as needed.

QUALIFICATIONS:

- Bachelor's degree in accounting or finance preferred with at least five years of experience
- Proficient in Microsoft Office Suite
- Proficient in Great Plains Accounting Software
- Knowledge of ADP preferred
- Ability to multitask
- Ability to work in a team environment