

Finance Department

FINANCE INTERN



JOB DESCRIPTION

The Finance position at CAMP-of-the-WOODS works with the finance team and is responsible for daily, weekly, and monthly accounting tasks, reports, and projects.

REQUIREMENTS

The following are preferred or required:

- A strong commitment to personal faith in Jesus Christ
- Majoring in finance, business, or something similar
- Accounting experience is preferred
- Strong math and communication skills
- Proficiency with computers, accounting software, and Microsoft Office package, especially Excel

RESPONSIBILITIES

- Responsible for handling and processing cash and receipts received from guests and departments throughout CAMP-of-the-WOODS
- Work individually and as a team while meeting deadlines in a multi-tasking environment with timely, accurate, and complete work
- Maintain department cash supply and reconcile daily
- Assist with maintaining the general ledger, reconciling accounts, and providing monthly financial reporting and analysis including:
 - Provide data as needed to the department head
 - Logging entries and account balances
 - Ad hoc accounting and project work as directed