



Camp Twin Lakes Accounting Coordinator Job Description

Title: *Accounting Coordinator*

Status: Professional- Full Time

Department: *Finance*

Reports to: *Director of Finance and HR*

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at www.campwinlakes.org

Summary:

The *Accounting Coordinator's* primary responsibilities will include *Accounts Payable, Accounts Receivable, and other accounting related projects.* The *Accounting Coordinator* will report directly to the *Director of Finance and Human Resources.*

Essential Duties and Responsibilities:

Responsibilities include the following and other duties may be assigned as need.

- **Accounts Payable:**

- Invoices
 - Receive invoices from all locations and departments, check coding for accuracy and proper approvals.
 - Enter invoices into AP processing system (Bill.com)
 - Set up new vendors in the accounting system (Intacct)
 - Verify that all vendors have W-9 on file and request W-9's when needed.
 - Run bi-weekly disbursement reports to verify support for all disbursements
 - Research and follow up on past due invoices.
 - Ensure that all vendors are paid on a timely basis and due dates are met to avoid late fees. (Credit card accounts, utilities, telephone, office equipment leases, postage)
 - Make online payments to certain vendors – credit cards, utilities, telephone, office equipment leases, postage
- Reconciliation of Credit Cards
 - Create Excel spreadsheets to reflect credit card statement transactions, to be used for transaction coding and import into accounting system
 - Reconcile statement and verify that all charges are approved by the cardholder and proper support for the transaction is provided.
 - Set reasonable timelines with employee cardholders for receipt of requested information and follow up if not received
 - Review coding for accuracy
 - Import monthly credit card transactions into the bill pay and accounting systems

- **Accounts Receivables:**

- Camp Billing
 - Maintain up to date customer files for the current camp year to include contract, payments made and invoices sent
 - Prepare invoices for deposits, 1st Installments, and final camp billing for all camp sessions based on billing information provided by the Camp Manager
 - Prepare thank you letters to partners to be mailed with final camp invoices.
 - Apply payments received to customer invoices
 - Update Master Contract Spreadsheet when invoices are mailed out and payments are received
 - Follow up on partner invoices not paid within 30 days
- Bank Deposits
 - Process camp payments through the online check deposit system
 - Process miscellaneous deposits through the online check deposit system
 - Process development deposits through the online check deposit system
- Development Revenue Transactions
 - Review coding of Raiser's Edge and Luminate batches received from Development for all fundraising activities to ensure proper recording in accounting system.
 - Import Raiser's Edge transaction batches into the accounting system.
 - Reconcile Development transactions between the Intacct system and Raiser's Edge on a quarterly basis or at the close of a Special Event (Golf, Radiothon, Y'all Camp Fest / Pub Crawl, Partner's Card, and Spin for Kids)

Requirements:

- Minimum of 3 - 4 years related experience.
- Excellent writing and communication skills.
- Strong relationship builder.
- Demonstrates high integrity and personal productivity
- A team player that routinely works collaboratively and exhibits a high degree of professionalism at all times.
- Strong organizational skills.
- Experience with *Intacct*, and *Bill.com* preferred, but not required.
- Associate degree in accounting required. Bachelor's preferred.