**Lutherans Outdoors in South Dakota, Inc.**

**Year Round Position Description**

**Accountant**

**Our Mission:** Lutherans Outdoors in South Dakota welcomes all to explore and experience Christ’s love in community and creation.

**Position Purpose:** To further the mission of Lutherans Outdoors in South Dakota by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Also by performing accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

 This is a part-time, year-round, non-exempt position of approximately 25 hours per week.

**Reports to:** Lutherans OutdoorsExecutive Director

The following duties and responsibilities are provided to aid in this process:

**RESPONSIBILITIES:**

1. Maintain records of financial transactions within the ACS software
2. Assist organization in reporting on an accrual basis for income and expenses.
3. Ability to prepare monthly financial statements and general ledger close.

4. Prepare, enter and post data related to Accounts Receivable and Accounts Payable

5. Prepare, enter and post data related to revenue recognition and contributions under not-for- profit reporting requirements as income, expense, unrestricted, temporarily or permanently restricted accounts

6. Make regular deposits into bank operation accounts

7. Perform bi-weekly payroll functions including employee data, time sheets, ACH details, and all accompanying tax needs for payroll (ex. EFTPS tax payments)

8. Prepare, enter and post data related to credit card payments received by LO (Square, Stripe, Tithely, and others)

9. Enter data received via Report of Receipts from each camp site on weekly basis

10. Enter approved annual budget amounts into the accounting system for actual to budget comparison reporting.

 11. Prepare quarterly 941s, end of year 1099s and W2s, and information for the annual audit

 12. Other Duties as Assigned

**SKILLS & QUALIFICATIONS**

* 2 years of Bookkeeping or Accounting experience
* Strong organizational skills
* Enthusiastic and positive attitude.
* Presents a positive image with friendly customer service skills on the phone and in person.
* Effective interpersonal skills –works well as part of a team, works well with staff and volunteers, good listening skills with constituents (parents, church staff).
* Required Computer experience - Microsoft Office Suite.
* Preferred Computer Experience – Google Chrome, Dropbox, ACS, and Campwise.