

# PRESBYTERIAN CAMP AND CONFERENCE MINISTRIES OF SOUTHWEST FLORIDA INC.

1920 STREETMAN DRIVE  
LITHIA, FLORIDA 33547-1822  
TELEPHONE: 813-685-4224



FAX: 813-689-9170  
E-MAIL: CAMPS@CEDARKIRK.ORG  
WEB SITE: WWW.CEDARKIRK.ORG

**TITLE OF POSITION:** Office Manager and Bookkeeper

**POSITION DESCRIPTION:** The Office Manager and Bookkeeper will manage the office at Cedarkirk including its equipment and supplies. This position will answer phone calls and greet guests in a friendly manner. He/she will be responsible for most of the finances of the camp including donations, bills, payments, and staff payroll. The position is a part-time, non-exempt position with the expectation of 25 hours per week.

**ACCOUNTABILITY:** To the Executive Director and PCCM Board of Directors

**SPECIFIC RESPONSIBILITIES:**

- Answer phones calls and email connecting inquirers with the appropriate staff member and/or answering questions regarding the summer camp program, PCCM events, activities available, and facility offerings.
- Proactively respond to email and phone messages in a timely fashion.
- Sort through daily mail and distribute to appropriate staff members.
- Manage the office in an efficient manner that would include:
  - Ordering necessary supplies
  - Maintaining office equipment
  - Good stewardship of funds
- Coordinate quarterly newsletter mailings and regular bulk mailings to our mailing list.
- Work with the Event Coordinator and Registrar regarding any last minute changes to guest groups reservations and requests.
- Process bi-monthly payroll with our online payroll service. This would include entering new hire information and insuring that all necessary tax-related paperwork is complete.
- Maintain a database for donations and gifts made to Cedarkirk.
- Pay all bills in a timely fashion.
- Process received income and make deposits at the bank.
- Track expenses and income through QuickBooks
- Prepare financial reports as requested by the Executive Director or Board of Directors
- Work with our annual auditor to prepare all necessary paperwork for an annual financial review or audit.
- Maintain and reconcile petty cash and camp store boxes.
- Monitor camp store inventory and record camp store sales and expenses.
- Other duties assigned by the Executive Director.

**QUALIFICATIONS:**

- Person of Christian conviction, committed to the mission and programs of Presbyterian Camp and Conference Ministry and the Presbyterian Church (USA).
- Ability to communicate the mission, programs, and facilities of PCCM.
- Proficiency in Microsoft Office programs (specifically Word, Excel, and Publisher) and QuickBooks