



Lutherhaven Ministries Bookkeeper

RESPONSIBLE TO: Executive Director

POSITION SUMMARY

The Bookkeeper contributes directly to Lutherhaven's mission by maintaining accurate, compliant, and well-organized financial records. This includes everyday transaction recording, payroll processing, payable and receivable management, bank reconciliations, and basic financial reporting. You'll support the Executive Director, Registrar, Finance Committee, and Philanthropy team by providing reliable data for audits, budgeting, and decision-making.

SPECIFIC DUTIES:

DAILY BOOKKEEPING

- Record daily transactions (fees, donations, purchases, receipts, payments).
- Post debits/credits to the general ledger using QuickBooks.
- reconcile bank, credit card, and other balance sheet accounts.
- Maintain organized documentation for compliance and audits.

ACCOUNTS PAYABLE & RECEIVABLE

- Review/vendor invoices, check requests, reimbursements; code & enter accurately.
- Track receivables and process timely follow-ups.
- Audit credit card statements and resolve billing issues.
- Respond to vendor inquiries with hospitality and professionalism.

PAYROLL

- Coordinate with payroll vendor to process semi-monthly payroll.
- Manage employee wage data, deductions, and benefit allocations.
- Ensure compliance with state and federal payroll regulations.
- Assist staff with payroll questions and generate reports.

FINANCIAL REPORTING & SUPPORT

- Prepare income statements and balance sheets.
- Support budgeting and monitor actual vs. forecast expenditure.
- Compile records for audits, taxes, and year-end reports.
- Provide financial insights to the Executive Director and Finance Committee.

QUALIFICATIONS:

EDUCATION & EXPERIENCE

- HS Diploma required. Associate's or higher in accounting preferred.
- Minimum 3 years bookkeeping/accounting experience; nonprofit/camp experience is a plus.

SKILLS & ATTRIBUTES

- Detail-oriented with strong organizational and math skills.
- Proficient in QuickBooks & Excel.
- Excellent verbal and written communicators.
- High integrity and discretion in handling confidential data.
- A team player with a "yes, we can" attitude, reflecting Lutherhaven's culture.
- This is a full-time year-round exempt position, averaging 40 hours per week.

PHYSICAL & WORK REQUIREMENTS

- Primarily office-based; sitting at a desk for extended periods.
- Occasionally lift up to 15 lbs. (files/supplies).
- Must be onsite in Coeur d'Alene

SALARY AND BENEFITS

- Salary DOE/Approximately 40 hours per week
- Vacation accrual structure is per Lutherhaven Ministries personnel policies
- Benefits: Lutherhaven Ministries provides a robust offering of benefits and services to enhance the quality of life of its staff. Benefits include health, dental, retirement, life insurance, and disability. Lutherhaven Ministries provides employees with full medical coverage, including dental. A generous retirement plan, plus numerous additional benefits. Paid holidays and vacation.
- Core business hours are 9-5, and at the discretion of the Executive Director, remote work and flexible hours are available after an introductory period

ABOUT LUTHERHAVEN MINISTRIES

Lutherhaven Ministries is a Christ-centered outdoor ministry serving 12,000+ guests annually through camp, retreat, outdoor education, and community programming across our three North Idaho sites—Camp Lutherhaven on Lake Coeur d'Alene, Shoshone Mountain Retreat & Ranch, and McPherson Meadows. Since 1946, we've fostered environments where people connect with God, Creation, and community.

Interested candidates should send an email of interest and resume to:

Executive Director Rebecca Smith

rebecca@lutherhaven.com

References upon request.