

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: FINANCIAL ASSISTANT - Seasonal Non-Exempt (Part-Time/Full-Time)

Salary: \$15.50-\$17/hour

Reports directly to Business Manager

JOB OVERVIEW:

Performs a variety of financial office support duties including processing bills, reconciling vendor statements, and entering transactions. You will work closely with the Business Manager to ensure payments are made on time, records are accurate, and the financial operations of the organization run smoothly during the busy summer months.

RESPONSIBILITIES:

- Enter and process all bill payments via live check, ACH transfer, or credit transaction.
- Reconcile statements from vendors and credit card accounts.
- Communicate with staff members to ensure accurate receipts are provided, and expenses are allocated properly.
- Enter transactions for accounts receivable including bank deposits, ACH transfers, and credit card and cash payments.
- Support the Business Manager with other financial related tasks as needed.
- Take on other office-related duties as assigned.

OTHER:

- Sharing of any information regarding confidentiality, privacy, program, billing, & documentation is strictly prohibited without prior consent from the Executive Director or Camp Director.

Qualifications and skills:

- Prior accounting or bookkeeping experience is highly desirable.
- Familiarity with Quickbooks Online software is preferred.
- Proficiency in MS Office (Word, Excel, Outlook).
- Confidence and comfortability with cash management.
- Excellent communication skills.
- Friendly, organized, and detail-oriented.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.

