

Lake Ann Camp  
Finance Office Assistant

Work a flexible part-time schedule (approx. 10-15 hrs/wk, year round, going as high as 20-30 hrs/wk during the summer months). Most hours will be worked Monday-Friday between 7:45 AM and 5:00 PM.

Lake Ann Camp is a year-round retreat facility on the outskirts of Lake Ann, Michigan, in the Grand Traverse area, between Traverse City and Sleeping Bear National Lakeshore. At Lake Ann our programs are geared toward helping campers 'discover life at its best'.

Lake Ann Camp exists to challenge individuals in a group setting to make biblical, life-changing decisions through unique learning experiences.

### **Duties**

- Data Entry
- Credit card account receipt collection and reconciliation
- Preparing and Handling Mail
- Sorting & Filing
- Performing Basic Data Searching & Reporting
- Assisting with Camper Registration tasks as requested
- Backup with phone, e-mail and in-person communication

### **Requirements**

- Previous experience in an office setting or service-related field
- Detail oriented, High level of accuracy in completing tasks
- Dependability in scheduling and performance of duties
- Maintain confidentiality of organizational information
- Experience with creating and formatting documents (e.g. MS Word)
- Experience with creating and building formulas in spreadsheets (e.g. MS Excel)
- Experience with professional e-mail processes and standards
- Ability to function as a team player in a dynamic setting
- Must clear background check to work at this site
- Authorized to work in the US

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**Physical Requirements:**

- Work is generally sedentary in nature and will frequently require sitting, however standing and walking will occasionally be necessary.
- Frequently required to use hands and fingers to operate equipment.
- Frequently required to speak, hear, and process verbal communication

**Preferred Experience**

- QuickBooks familiarity and experience
- Filing system maintenance