



Job Title: Accounting Assistant (Summer)

FLSA status: Non-Exempt

Department: Accounting

Reports to: Director of Finance

For Nearly 80 years, Sandy Cove Ministries has been a place where millions of people have connected with God and each other.

We offer year-around signature programs designed to uplift and strengthen individuals and families, including summer vacation packages and a day camp for kids. We also contract with ministries and organizations, helping them create their own impactful retreats and events on our property.

All of this happens at our breathtaking location on the headwaters of Chesapeake Bay in North East, Maryland. With 150 guest rooms in our lodge and 220 beautiful acres, we offer guests authentic hospitality and the rest and renewal they crave.

Position Summary: To assist the Accounting Department during the summer months with money bag reconciliations and filing.

General Purpose: To assist the Accounting Department during the summer months with money bag reconciliations, filing, and duties as assigned so as to help people connect with God and each other.

Role Qualifications:

- A personal relationship with Jesus Christ
- Clerical office experience a plus
- Accounting class a plus (High School or College)
- Trustworthy and proven integrity
- Ability to work M-F 9:00 am - 2:00 pm mid-June until end of August

Essential Job Functions/Responsibilities:

- Reconcile money bags during the summer months.
- Filing
- Perform all other reasonable duties as assigned

Essential skills and experience:

- Strong analytical skills

- Basic computer skills and ability to use internal software
- Ability to use an adding machine
- Detail oriented
- Proven ability to have self-initiative

Reporting to this position: None

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee sits for long periods, uses hands, talks, hears, and is occasionally required to stand, walk, and lift 5-20lbs.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____

Created: 1-2-24