



Position: Bookkeeper

Location: Branson, Missouri

About Us: The Barnabas Foundation is an organization dedicated to transforming lives through disability ministry. Our summer camp, Camp Barnabas, is renowned for creating a space where Campers with disabilities and chronic illnesses are loved and encouraged, build lasting friendships, experience the adventure and exhilaration of camp activities, and leave changed by the transformative power of the Gospel. Our collegiate program, Barnabas Prep, extends our vision into education and vocational training for young adults with disabilities, offering a comprehensive curriculum that encompasses essential life skills, biblical education, job readiness, and interview skills. Barnabas is committed to creating a supportive, inclusive, and faith-based environment for our campers, students, and staff.

Job Description: The Barnabas Foundation is seeking a detail-oriented and organized Bookkeeper to join our team. The successful candidate will need to manage and record financial transactions, ensure accuracy of financial records, process accounts payable and receivables and maintain and update financial ledgers.

Key Responsibilities:

- Maintain an accurate record of financial transactions and update the general ledger on a regular basis.
- Record vendor invoices in Quickbooks and prepare a weekly payables list for approval.
- Create journal entries to record camp payments, tuition and donations.
- Reconcile bank statements.
- Prepare financial reports by collecting, analyzing, and summarizing account information.

Qualifications:

- Quickbooks Online experience preferred.
- Proficient in Google drive and Microsoft excel.
- Strong numerical skills and attention to detail.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize job responsibilities.
- Follow uniform standards and policies.
- Model of Christian life in the community.

- High school diploma or equivalent required.
- Prior bookkeeping experience preferred
- Must pass reference checks and background screenings, which includes sex offender registry checks, and Child Protection Plan training.

How to Apply: Interested candidates should send their resume to HR@campbarnabas.org.

Join us at Barnabas and make a lasting impact in the lives of our campers and students!

www.campbarnabas.org | www.barnabasprep.org