

Texas Lions Camp
Summary Job/Position Description
Bookkeeper

Summary Description

Purpose: to expand accounting, internal control and provide redundancy for AP/AR/PR, production of financial statements and reporting.

Education and/or Experience

1. Preference for individuals with a four-year degree in a related field to accounting, business or bookkeeping.
2. Preference for individuals with 2 or more years of demonstrated experience in non-profit accounting or public bookkeeping.
3. Preference for those with MIP (Abila) and DPO (Donor Perfect) software skills.
4. Competent in the use of Microsoft Office 365 and comfortable with digital communications.
5. Computer skills a must

Roles & Responsibilities

- Book Accounts Receivable receipts, donations and other sources of income.
- Create and maintain hard-copy vendor files of all vendors and transactions.
- Participate in the preparation and implementation of audit field work.
- Track budgetary constraints and report same to staff
- Crosstrain to receive bills and book Accounts Payable transactions according to line item codes
- Utilizing the Paychex portal, enter payroll for all employees of Texas Lions Camp as assigned
- Clerical/office work as assigned

Competencies

- Understands double-sided, fund accounting and can make manual debit/credit determinations
- Attention to detail with an ability to organize, file, retrieve and report
- Affinity for customer service and providing reports and information upon request

Texas Lions Camp, Inc. Corporate Profile

About TLC

Corporate Structure - Texas Lions Camp is a non-profit, Texas Corporation headquartered in Kerrville, Texas. TLC is recognized as a charitable organization under 501(c)(3) of the Internal Revenue Code.

Scope - TLC has more than 26,000 constituents and 3,500 donors who support and provide the resources deployed by the organization. With more than 325 Lions participating on 10 standing committees and a voting board of directors of 92, the governance structure of TLC ranks amongst the largest of non-profit organizations in the US. More than 200 employees and 1,000 volunteers join TLC each summer in order to provide services statewide to more than 1,500 children who have special medical conditions.

Purpose

Mission Statement - The mission of TLC is to provide without charge, a summer camp, for children who have physical disabilities, type-1 diabetes and cancer regardless of race, religion or national origin.

Goal Statement - Our goal is to create an atmosphere wherein children with physical disabilities, type-1 diabetes, cancer and Down syndrome may experience the "Can Do" philosophy and achieve maximum personal growth and self-esteem.

Organizational Values

Purpose - TLC exists in order to invite children - who face tremendous challenges and odds due to their physical disabilities or illnesses - to step into their God-given calling. To operate out of a sense of purpose (a call) while recognizing and calling the potential of others forth are hallmarks of this Value.

Organizational Excellence - A collaborative effort of Extraordinary People, doing Extraordinary things while inviting others to do likewise. We value industry excellence and setting the standard for all other organizations of our scope and type.

We Serve – as a project of Multiple District 2 (the Texas Section) of Lions International, our culture is based upon servant leadership and providing an outlet by which Texas Lions can extend their service to families in their local communities.

Stewardship – Stewardship is twice the responsibility of ownership and requires a greater level of care since we deal with other's valuable possessions. This mission requires that those involved operate out of a servant-mindset and a desire to place the needs of others first.

History

TLC was founded in 1949 in response to the polio epidemic that was ravaging the lives of thousands of Texas children. Recognizing that children were losing a sense of their purpose as a result of low self-esteem, Lions began seeking how to intervene to speak a message of hope. From this simple goal, Texas Lions Camp was born.

(Over Please)

Thankfully, a vaccine was developed for polio which eradicated the disease from North America and opened the door for TLC to broaden its mission and purpose to include children with physical disabilities, cancer and diabetes. In that regard, a program for children with type-1 diabetes was added in the 1970's, a robust leasing program was added in the 1990's and programs for children with cancer and Down syndrome were added in the mid 2000's.

Operations

TLC's operations are comprised of four (4) departments on a year-round basis and an additional three (3) departments during the summer months. Each department is directed by a department head who reports to the CEO if full-time or the Director of Operations if seasonal. The professional staff is comprised of 12-18 professionals and the seasonal staff is generally comprised of 155-185 employees.

Texas Lions Camp, Inc.
Employment at TLC

Abstract

Texas Lions Camp values its employees as one of the most mission critical components of the organization's capacity for mission fulfillment. The goal of the job search, is to evaluate and create appropriate job matches between applicants and the work assignments needed by TLC, Inc. Our experience indicates that when the match is appropriate, both the employee and the organization experience greater fulfillment and success.

At-Will Employment

Employment with TLC is offered At-Will meaning that either the employee or the employer may end the relationship at any time for any reason, or for no reason. A contract of any kind will not be offered, neither express nor implied.

Employment Core Values

As an employer, TLC's CEO values D-E-P-T-H of character and espouses while seeking to ennoble the following Core Values in TLC employees:

- | | |
|----------------------------------|---|
| <u>D</u>rive - | At all times, we relentlessly pursue our mission, bringing all of our giftings, talents, systems and resources to bear to take TLC to the Next Level in its mission. |
| <u>E</u>xcellence - | TLC staff members make excellence, not perfection, their goal. Every encounter or tasks is an opportunity to perform with Excellence and advance the mission. |
| <u>P</u>assion - | Defined as focused enthusiasm for work that occupies thought, motivation, goals, action and outcomes. Few things are ever "good-enough." |
| <u>T</u>eam² - | TLC employees are in a role that only they can fulfill at the time; therefore, they give it their all for the benefit of others. Successful employees exercise the concept of standing on their own two ² feet as they discharge the duties in their area of responsibility, the goal of which is to pull their weight so that each member can operate within the context of their giftings. |
| <u>H</u>onest - | TLC employees place equal or greater emphasis on the interest of others for the purpose of protection, conservation and growth. Employees are tasked with the stewardship of the interest and assets of the organization and others within the context of service and mission. |

Texas Lions Camp, Inc.
Compensation

Abstract

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Compensation Package

- 1) Salary, as determined
- 2) Current Benefits, according to their individuals qualifications for participation
- 3) Paid Time Off (PTO)

How Salary is Determined

- 1) Salary Survey and applicant's experience
- 2) Employee salary requirements
- 3) CEO assessments

Current Benefits

Benefit programs change from time to time including premiums, coverages, additions and deletions. Certain criteria described within the respective plans must be met in order to qualify for some benefit plans. Currently, TLC's benefits program include, but may not be limited to the following:

- 1) Employee, Group Health Insurance
- 2) Employee, Group Dental
- 3) Flexible Spending Account
- 4) 401(k) Retirement Plan
- 5) Long-term Disability
- 6) Short-term Disability
- 7) Generous, Paid-time Off Accruals
- 8) Generous, Paid Holiday Schedule

Background Check Authorization

I hereby authorize TEXAS LIONS CAMP or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY.
USE ADDITIONAL PAGES IF NECESSARY.

Name _____ Alias/Other _____
(First, Middle, Last - Print Clearly)

Date of Birth _____ Social Security # _____

(1) Current Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(2) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(3) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

Applicant Signature _____ Date _____

Witness Signature _____ Date _____



Texas Lions Camp, Inc.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Salary Requirements: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Texas Lions Camp? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

Trade school: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College/University: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licenses & Certifications

Please list all licenses or certifications you currently hold or have held:

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

License _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

Certification _____ From: _____ To: _____ Issued by: _____

References

Please list three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
(optional) (optional)

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer, Release and Indemnity Agreement

CAUTION: This is a legally binding document.

I understand that an investigative report will be requested for information concerning my character, work habits and abilities, general reputation, criminal history and driving record. And, that such information will be sought through prior employers, references, internet and/or law enforcement agencies. I give my consent, and agree to forever release, indemnify and hold harmless cooperating organizations or persons as well as Texas Lions Camp, Inc. and its employees, servants, directors and officers from any and all liability arising from such investigations and reports.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I understand that acceptance of an offer of employment does not create a contractual obligation upon Texas Lions Camp, Inc. to continue to employ me in the future and that all employment with the Texas Lions Camp, Inc. is "At Will" which means that either party can terminate the employment relationship at any time with or without cause.

If employed, I agree that the Texas Lions Camp, Inc. may take pictures, use my likeness, audio and/or video recordings of my participation in Camp programs and activities for use in Camp publications that is consistent with the interests of the Camp and that I will not be compensated for such uses. I certify that my answers on this application are true and complete to the best of my knowledge.

Signature: _____ Date: _____