Employment Opportunity:
Business Assistant

Blue Lake Fine Arts Camp seeks applicants for a year-round, full-time position of Business Assistant within the business team. This administrative position works directly with the Business Manager to complete accounting transactions, data management, electronic and paper file record-keeping, and related communications. This position also provides support within the on-site Retail operations.

The business office assistant completes a range of responsibilities, such as:

- Triaging communications with customers, parents, vendors, and employees
- Managing accounts payable
- Processing daily deposits and receivables
- Processing data, maintaining records and files
- Reconciling accounts
- Completing month-end reconciliations and tasks
- Working with the team to assist customers with registration, employees with onboarding, and others with retail transactions
- Assisting in a variety of areas within retail operations seasonally

The ideal candidate for this position will bring previous professional accounting, administrative, and clerical experience, as well as strong organizational and interpersonal skills. A creative approach to problem-solving, willingness to learn, and teamwork mentality are essential. A background in a variety of software platforms is preferred, with knowledge of Intuit QuickBooks and Microsoft Office Suite is required. Must be willing to work non-traditional hours during the summer season.

Located in Muskegon County in West Michigan, Blue Lake Fine Arts Camp, Inc. is a well-established, nationally recognized non-profit organization comprised of three major divisions, including a summer school of the arts, an international exchange program, and a classical and jazz public radio station. In operation for 60 years, Blue Lake annually serves thousands of students, families, radio listeners, and audience members as a part of its mission to further arts education for all.

Blue Lake seeks to fill the Business Assistant position immediately, with a start date to commence in Fall of 2026. The position includes a full time salary and the following benefits: fully employer-funded health care, life insurance, pension, paid vacation and sick time, and optional employee funded 401-k investment plans. Interested applicants should submit a cover letter, résumé, and general application with three professional references, here: Blue Lake Application

For more information, contact:
Rebecca Scouten, Business Manager
Blue Lake Fine Arts Camp
300 East Crystal Lake Road Twin Lake, Michigan 49457
rscouten@bluelake.org

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Blue Lake Fine Arts Camp is an equal opportunity employer