

CAMP FIRE SAMISH

1321 King Street #3
Bellingham, WA 98229
Phone: (360) 733-5710



Job Title: Bookkeeper

Job Type: Hourly, Full-Time (32-40 hours per week)

Compensation: DOE - Starting at \$21 per hour

Reports to: Executive Director

Position Summary: Oversee all aspects of accounting, finance, reporting, cash management, strategic planning, and compliance activities for the organization. Will work closely in managing the financial risk of the organization. Assist the Executive Team with setting and tracking financial goals, objectives, and budgets.

Essential Functions:

- Manage all aspects of day-to-day bookkeeping and accounting processes including AP, AR, Payroll, Journal Entries and Bank Reconciliation in accordance with GAAP.
- Responsible for cash management.
- Process and pay all vendor invoices in a timely manner.
- Create monthly financial reports for the Corporate Board of Directors.
- Review bi-weekly payroll, paid time off, and sick leave accruals for accuracy.
- Assist the external accounting firm with the 990, financial statement/review or audit by providing necessary documentation and coordination.
- Support the Executive Director and Executive Camp Director in the research and preparation of the Annual Budget.
- Prepare the financial portion of the Annual Report to the Community.
- Maintain accounting records accordingly.
- Track designated fund donations and funds used, report balances to the Executive Director and Executive Camp Director monthly.
- Keep track of permits, inspections, and renewals ensuring that they stay up to date.
- Other duties as assigned.

Qualifications:

- Proficiency with QuickBooks and Excel (2 years experience preferred).
- Exceptional organizational skills.
- Strong understanding of accounting principles.
- Nonprofit accounting experience is a plus.
- The ability to communicate complex data in a clear way.
- The ability to prioritize projects.
- Customer service skills.
- Excellent data entry skills.
- Ability to pass background check.

To apply email resume and cover letter to marcus@campfiresamish.org