



Bookkeeper

Classification: Exempt
Salary Range: DOQ, competitive pay and benefits
Department: Finance
Date: 11/1/2018

Our Mission

Camp Korey's mission is to honor the courage, strength, and determination of children living with serious, life-altering medical conditions by providing them with a transformational experience in a fun, safe, camp environment with specialized medical support.

Summary/Objective

The Bookkeeper provides the primary financial transactions, records, and reporting to maintain a healthy, sustainable organization, with necessary controls and procedures in place to satisfy all audit and regulatory agencies.

Reports to: Chief Financial Officer

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Enters all financial activity in QuickBooks
- Prepares journal entries, assists with month end close
- Reconciles bank accounts and credit cards
- Works with Development Team to reconcile revenue with the general ledger
- Inputs and processes Accounts Payable and payroll
- Reconciles account balances, completes financials
- Prepares financial package in Excel for review by management

Required Education, Training and Experience:

- Three or more years bookkeeping experience
- Two or more years of accounting experience in a non-profit, charitable organization
- Strong working knowledge of QuickBooks
- Strong working knowledge of Excel and Word
- Accurate and timely data entry and 10 key skills
- Ability to work in a time sensitive, deadline driven and confidential environment
- Able to work with people of diverse backgrounds and cooperatively as a part of a team

Preferred Education and training:

- Associate's Degree or Accounting certificate

Position Requirements:

- Excellent analytical skills
- Good judgment, high level of responsibility and ability to protect confidential information
- Willingness to assume additional duties and projects as they are required
- Able to work additional hours when needed

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, reporting relationships, and activities may change at any time with or without notice.

Work Environment

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Travel

Local travel will be required, primarily during the day. Routine inter-office travel is required. Limited out-of-area or overnight travel may be expected.

Additional Eligibility Requirements

- Valid driver’s license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

EEO Statement

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

Signatures:

This job description has been approved by:

HR _____ Date _____

Chief Financial Officer _____ Date _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____