



Camp Dark Waters

26 New Freedom Road
Medford, NJ 08055
609-654-8846

Bookkeeper / Office Administrator Job Description

Job Title: Bookkeeper / Office Administrator

Reports To: Executive Director

Hours: Part-Time - 15 hours per week, Monday to Friday. Exact hours worked can be flexible but will be between 9 AM to 5 PM on weekdays. There may be opportunities to work additional hours on occasion, at the same hourly rate.

Pay Rate: \$20 per hour

Position Overview

Our non-profit summer camp, outdoor education and retreat center seeks a part-time Bookkeeper / Office Administrator to manage financial transactions for the company, including billing, payroll, tracking donations, and assisting with bank reconciliation and budgets. When not engaged in bookkeeping duties, the position will assist with general office admin including filing, data entry and answering the phone. If you're an experienced bookkeeper, with a great work ethic, excellent communication skills, and experience with QuickBooks we'd love to talk with you.

Skills, Experience and Qualifications

- Experience and proficiency with Quickbooks, Salesforce and Microsoft Office (required)
- A minimum of 1 year of experience working as a bookkeeper (required)
- Strong computer and internet skills (required)
- Degree in Business, Accounting or related field (preferred)
- Able to handle confidential information appropriately
- Takes initiative, a self-starter
- Attention to detail and exceptional organization
- Analytical, problem solving, and communication skills

Requirements of the Position

Bookkeeping: Use of quickbooks to accurately enter data and maintain financial records; maintaining records of donations in Salesforce; assisting the Executive Director with payroll, bank reconciliation and routine reporting; management of accounts payable and receivable.

General Office Administration: Answering calls to the office phone, including taking accurate messages and fielding simple queries; some organization, filing and data entry when required.

Physical Requirements: Must be able to read, write, type, bend and reach as needed; must be able to communicate verbally over the phone; must be able to lift and carry loads of around 25 lbs occasionally.

General Expectations

- We work hard to be an inclusive, accepting and affirming environment for all staff members, customers and campers. All employees are expected to act in accordance with these values.
- We maintain a 100% Covid-19 vaccination rate among our staff, therefore any new hire must be able to provide proof of vaccination, or be willing to get vaccinated prior to employment.
- We are an organization which serves children. Therefore, all staff members will be subject to a criminal background check, irrespective of whether they work directly with children in their role