

# CAMP FIRE SAMISH & CAMP KIRBY

100 Central Avenue  
Bellingham, WA 98225  
Phone: (360) 733-5710



**Job Title:** Full-Charge Bookkeeper

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

**Compensation:** DOE - Starting at \$23 per hour

**Reports to:** Executive Director

**Position Summary:** Oversee all aspects of accounting, finance, reporting, cash management, and compliance activities for 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, Journal Entries, and Bank Reconciliation in accordance with GAAP
- Assist Registrar in creating invoices and tracking paperwork for rental groups
- Update Excel spreadsheets for tracking purposes
- Itemize and enter all event and program proceeds
- Create monthly financial reports for the Corporate Board of Directors
- Track designated fund donations and funds used and report balances to the Executive Director and Executive Camp Director monthly
- Review bi-weekly payroll, paid time off, sick leave accruals, quarterly taxes, L&I, and wage garnishments 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
- Be responsible for cash management
- Keep track of permits, inspections, and renewals, ensuring that they stay up to date
- Support organizational fundraisers and events
- Other duties as assigned

## Qualifications:

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

To apply email resume and cover letter to [marcus@campfiresamish.org](mailto:marcus@campfiresamish.org)