



Part-time Bookkeeper Camp O-AT-KA

The bookkeeper is a part-time, year-round position at Camp O-AT-KA. This role will be filled by an individual that is enthusiastic about the camp industry and is passionate about the legacy of values and mission of Camp O-AT-KA.

Reporting to the Business Manager-CFO, this position will help support the financial office needs of the camp, the CFO, and the Executive Director.

Responsibilities:

- Record transactions such as income and expenses and post them to the appropriate accounts
- Process payments and prepare invoices
- Assist with staff contracts, process payroll, and update staff files on an annual basis
- Conduct banking activities
- Prepare for various standard audits
- Produce various financial reports

The right candidate will have organization skills, attention to detail, integrity and transparency, communication skills, problem-solving skills, be tech-savvy, have time management skills and have a way with numbers.

Qualifications:

- Previous experience with accounting in an office setting.
- Knowledge and experience with QuickBooks Online.
- Good time management and organizational skills to ensure efficiency but also being able to manage a wide variety of requests and tasks as situations or needs arise.
- Ability to be onsite in the camp office in Sebago.
- Maintaining a positive attitude toward the mission and long-term success of Camp O-AT-KA is essential.

About Camp O-AT-KA:

Camp O-AT-KA, founded in 1906, is a traditional, non-profit, summer residential camp for boys ages 8-16. We seek to develop skills, instill confidence, and build character in a supportive environment. We welcome campers and staff from a wide variety of backgrounds, and O-AT-KA seeks to bring them together by furthering common interests, promoting a sense of community, and fostering the development of lifelong friendships. Learn more at: www.campoatka.org.

To apply, please e-mail resume and cover letter to Executive Director, Heather Plati, at hplati@campoatka.com. Camp O-AT-KA is an equal-opportunity employer. All staff must pass a thorough background check.

Camp O-AT-KA, 593 Sebago Road, Sebago, ME 04029
www.campoatka.org