



Full Charge Bookkeeper

Our Commitment

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions. Camp Fire provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Working at Camp Fire Snohomish County, you help provide a safe space for youth to discover their unique spark so that their future will glow brighter. We are looking for candidates who want to make a difference in the world, while working with youth, gaining skills and experience, all while working in an enjoyable and stable environment. At Camp Fire, we believe in and focus on: a love of nature and the outdoors; equity and inclusion; courageous leadership; hard work and a growth mindset; team collaboration; fostering youth and community; giving back to the communities we live in; and innovation in youth development

All employees have access to personal and on-going professional development opportunities. We offer competitive medical insurance, generous vacation time and sick leave, as well as retirement savings.

Job Title	Full Charge Bookkeeper
Reports To	Executive Director
Classification	Full-Time
Exempt/Non-Exempt	Non-Exempt
Salary	\$24.70-\$30.25 per hour DOE
Organization Overview	Camp Fire provides variety of development & enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive and find their spark.
Position Overview	Bookkeeper is responsible for all bookkeeping functions of the council in accordance with Council financial and accounting policies, following GAAP rules and regulations.

Essential Duties and Responsibilities

- Assistance is given to Executive Director with preparation of annual budget.
- Monthly income/expense statements allocated and combined balance sheets, and cash flow reports needed by Executive Director and Finance Committee are prepared.
- Records of cash receipts and distribution are maintained.
- Required information for annual audit is prepared.
- Accounts payable and receivable is processed.
- Cash flow is managed, and bank transfers are prepared when needed.
- General Ledger and bank accounts are maintained and reconciled monthly.
- Checks for cash disbursements are prepared as needed.
- Month end reports are prepared: mintships, cost of sales, department expenses, postage, copier, duplicator, SC-5 report.
- Reports required:
 - Camp Fire National Financial Statements, due June 30 following year end
 - Quarterly State Returns for B & O and L & I
 - Charitable Organization Renewal Registration, due 11/30
 - Unclaimed Property, due 11/1
 - 1099-MISC, due 1/31
- Payroll and personnel records are maintained while working with outside payroll service.
- Monthly employment statistical reports to US Department of Labor are submitted.
- Confidentiality of all records, particularly salary information, is maintained.
- Employee timesheets are prepared, vacation and sick leave records are maintained, Section 125 and Medical Reimbursement accounts are maintained; enrollment in group health, life, disability and SEP-IRA plans are processed; workers comp claims are submitted to carrier and followed up as needed.
- New employees are assisted with payroll and benefit information and submitted to new hire list to state.

Additional skills preferred:

- In depth knowledge of accounting process thru Financial Statements
- Knowledge of generating consolidated FS for Budget to Actual comparisons
- In depth knowledge of generating payroll and benefits administration
- In depth knowledge of accounting software, preferably Quickbooks
- Solid knowledge of Microsoft Excel and Word
- Solid problem-solving skills.
- Solid analytical skills
- Excellent time management skills/meets deadlines.
- Excellent organizational skills/attention to detail
- Knowledge of State reporting requirements
- Experience with Non-profit/charitable accounting
- AA or Certificate in Accounting/Bookkeeping

Other Job Duties/Expectations

- **APPLIED KNOWLEDGE.** Independently performs the duties required of the positions with proper use of practical, technical and professional skills.
- **CUSTOMER SERVICE.** Extends courtesy and willingness to meet the customer's needs. Uses appropriate techniques that develop good customer relations. "Customers" include youth, other staff or volunteers.
- **INTERPERSONAL SKILLS.** Works with others in a cohesive and supportive manner. Recognizes or praises accomplishments of others. Offers to help others when appropriate. Helps to solve problems, suggests alternatives.
- **COMMUNICATIONS.** Effective new of oral, written, and listening skills. Written work is clear and understandable. Keeps supervisor and other staff appropriately informed.
- **PROFESSIONALISM.** Demonstrates businesslike conduct and attire. Dresses in a manner appropriate to job tasks. Demonstrates a spirit of cooperation.
- **COST AWARENESS.** Uses supplies and equipment in a non-abrasive manner. Is aware of financial impact of decisions and actions.
- **ADAPTABILITY.** Understands and supportively adjust to changes, new policies, and individuals having different points of view.
- **TIME MANAGEMENT.** Organizes own responsibilities and/or those of others to meet deadlines, and to make maximum use of time available. Is punctual for meetings and appointments

Required Documents & Certifications

- Resume'
- Pass National Criminal & State Background Check
- Ability to pass drug test

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.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit

Use hands to handle, or feel, including keyboarding and mouse use

Reach with hands and arms

Speak and hear

Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl

Occasionally lift and/or move 30 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus.

Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities