



**Austin
Sunshine
Camps**

Title: Bookkeeper & Office Manager

Reports to: COO

Type: Part time (20 hrs per week)

Austin Sunshine Camps (ASC) provides the magic of overnight camp without the barrier of cost. The bookkeeper will play an integral role in helping ASC achieve its mission by helping the COO maintain all paper files, conduct an annual financial audit with a 3rd party accounting firm, pay vendors, track receivables, order supplies, and more. The perfect candidate will be highly detail oriented, familiar with accounting jargon and data entry methods.

Key Responsibilities

- Reconciliation of financial records on a monthly basis
- Manage accounts payable and accounts receivable
- Assist COO in document preparation for annual audit requests
- Assist COO in annual budgeting process
- Prepare financial statements
- Analysis of ongoing financial activities for opportunities to find savings
- Vendor price shopping / research to find cost savings
- Preparing budget reports for grants
- File organization
- Supply ordering

Job Qualifications

- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Proficient in Quickbooks Desktop and other tax preparation software
- Advanced Microsoft Excel skills
- Strong organizational, interpersonal, verbal and written communication skills
- Detail-oriented and able to manage priorities
- Able to work independently and as part of a team

To apply

Please email your resume and cover letter to jobapplicants@sunshinecamps.org with "Bookkeeper" in the subject line.