

POSITION DESCRIPTION: Bookkeeper/Office Manager

Camp Solomon Schechter is seeking an energetic, dedicated, and detail-oriented person for the Bookkeeper/Office Manager position. The successful candidate will manage our business office on Mercer Island, maintain the bookkeeping functions for the agency, and may, on occasion, travel to our scenic camp facility in Tumwater, WA.

CSS is the home of three major programs: Jewish summer camp, Stampfer Retreat Center, and OSPREY Camp. Summer camp blends Jewish tradition and culture as the foundation of the camp experience; integrates nature and activity to create fun; and embraces the child in every person to foster joy, facilitate friendship, and create lifelong memories.

The Stampfer Retreat Center is the perfect setting for conferences, retreats, and special events from mid-August through mid-June annually. The center provides a welcoming, safe, and fun camp environment, steeped in the values of integrity, respect, and equitable treatment. Our natural setting, open to all, is a unique and inspiring environment that promotes a sense of community and personal growth through art, culture, sports, and environmental education.

OSPREY Camp is an outdoor school program for schools and school districts in the region. We strive to consistently create a safe environment where students experience hands on learning in the great outdoors, connect with their peers to build new and everlasting friendships, and grow into the very best versions of themselves. From our students to our mentors, camp staff to our teachers, we truly believe everyone is someone and each of you is important.

Responsibilities

- Maintain the bookkeeping functions of the organization:
 - accounts payable,
 - accounts receivable,
 - deposits,
 - reconciliations,
 - budgeting, and
 - reporting;
- Support human resource and oversee payroll functions for the organization;
- Ensure all city, state, and federal paperwork is completed to keep organization in good standing;
- Keep the office organized and running smoothly, including
 - answering phones and emails,
 - providing clerical & administrative support,
 - processing mail,
 - managing equipment,
 - ordering supplies, and
 - maintaining databases;
- Provide administrative support to the Board of Directors and their committees;

- Work with the Director of Operations on policies and procedures for the organization; and
- Other relevant duties, as assigned.

Qualifications

The successful candidate will possess the following:

- Bachelor's degree in a related field, required
- Previous experience (at least two years), preferred
- Computer proficiency in Quickbooks, Excel, and database management, required
- Accounting skills including journal entries and period-end financial reporting
- Excellent communication skills, both written and verbal
- Excellent organizational skills
- Highly self-motivated, focused, resilient, goal-oriented, and results-driven
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, Board members, alumni, and donors
- Ability to work in a team setting
- Knowledge of Jewish culture and/or familiarity with the Pacific Northwest Jewish community, desired
- Occasional participation in evening and weekend meetings would also be expected

To Apply

This position is full-time (\$25.00 - \$30.00/hour, based on experience) with benefits (medical, vision, dental, sick, vacation, holiday, personal, retirement). Please submit your cover letter and resume to jnobbe@campschechter.org. Only those whose applications are being considered will be contacted.

We know many candidates, especially women and people of color, do not apply to jobs unless they meet all required qualifications. If you meet most qualifications and believe you would bring the skills and approach we are looking for, we encourage you to apply.

Camp Solomon Schechter is an equal opportunity employer and considers applicants for all positions without regard to race, color, gender, marital or veteran status, sexual orientation, age, religious belief, political ideology, national or ethnic origin, disability, actual or perceived medical condition, or any other characteristic protected by applicable law.