**Children’s Oncology Camp Foundation, Inc.**

**Job Description**

**Job Title:** Bookkeeping & Business Operations Coordinator

**Reports to:** Executive Director

**Job Purpose:** Assist with accounting/bookkeeping and office management of the Foundation

**Hourly Rate:** $17.00-$20.00 DOE

**Education and Qualifications:** High School diploma or equivalent. Bachelor’s degree strongly preferred. Minimum 5 years’ experience in bookkeeping and general business accounting. Proficiency with QuickBooks required. Prior experience in non-profit accounting and business management strongly preferred. Experience in basic human resources tasks including new hire paperwork and benefits management preferred. Should be a highly organized individual with strong interpersonal and problem solving skills, able to work independently and as a team to develop and implement organizational goals. Proficiency in Microsoft Office applications required.

**Job Classification:** This is an hourly, non-exempt, .8 FTE permanent position with foundation benefits package including health insurance and generous paid time off allowance. There is potential for this position to grow to a full time (1.0 FTE) depending on experience and qualifications.

**Key Responsibilities:**

* Assist 3rd party payroll company by submitting payroll reports, timesheets and any information needed for processing payroll. Submitting payroll documents to ED for review, emailing paystubs, printing payroll checks and submitting to the office with AP checks for signature bi-weekly
* Posting all deposits in QB
* Recurring entries of AP/AR and paying bills bi- weekly, printing checks and submitting for signature with payroll
* Monthly, quarterly & annual reconciliations with donor database to QB of all payment types and fund types
* Monthly reconciliations for all bank, investment, petty cash accounts in QB
* Gift Card/Reward card entering into QB after ordered, distributed and turned in completed by staff.
* Reports to staff and ED for budgets and assist staff with preparation of annual budget and account entry
* Monthly financial statement reporting to Executive Director and designated board member for approval for Board Packets
* Monthly class reports for all managers and ED
* Keep depreciation binder/auditor updated with scanned copies of any asset or disposal forms that are submitted by staff
* Work with contract accountants to perform annual fiscal audit and 990, which will entail working with Admin staff to pull all testings, put together all documents needed for uploading to the portal and submitting, reviewing with auditors and completing final audit/990 for Camp.
* Accounting support at fundraising events
* Working with all vendors for contracts, support, maintenance, changes, etc.
* In collaboration with ED, serve as liaison with employee benefits companies & representatives
* Process new hire paperwork, all processes for onboarding or exiting of employees, including working with Program for all paperwork needed for core staff and submitting to bookkeeping to compile for payroll
* Processing all employee benefits and submitting paperwork to enroll, change and update bookkeeping with scanned paperwork for submitting for payroll
* Non-profit and small business governmental compliance
* Other duties as assigned

Work Comp Code 9012- Clericaland sales employees are assigned to Code 9012

**Application Process:** Interested and qualified candidates should email cover letter, resume and a minimum of 2 professional references with “Bookkeeping and Business Operations Coordinator Application” in the subject line to: [kim@campdream.org](mailto:kim@campdream.org).

* Children’s Oncology Camp Foundation (Camp Mak-A-Dream) is an Equal Opportunity Employer.