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Bookkeeper

**Overview**

We are seeking a highly skilled Bookkeeper for our family-owned business. Applicants must be both professional and personal. We run a multi-faceted small office with a high volume of clients.

Bookkeeper duties include working closely with our owners to create and analyze financial reports and ensure compliance with legal requirements, process accounts payable and receivable, and manage invoices and tax payments. Our ideal candidate has multiple years of experience working with QuickBooks.

Ultimately, the Bookkeeper’s responsibilities are to accurately record all day-to-day financial transactions of Surf Camp Inc.

**Skills & Qualifications**

**Minimum Qualifications**

* Associates degree or higher in accounting, finance, or business administration
* 3+ years of proven bookkeeping experience (including payroll, accounts payable, and accounts receivable)
* Human Resources experience
* Strong proficiency in QuickBooks
* Strong proficiency in Microsoft Office
* Proven ability to calculate, post, and manage accounting figures and financial records
* Data entry skills along with a knack for numbers
* Hands-on experience with spreadsheets
* Experience with customer invoicing
* Exceptional organization skills
* High degree of accuracy and attention to detail
* Able to pass a government background check
* Able to pass drug screening
* Clean driving record

**Responsibilities and Duties:**

Staff responsibilities are listed below but may not be limited to this list:

* Run profit and loss reports for the company and individual programs
* Weekly and biweekly payroll and payroll reports
* Payroll taxes
* Onboarding new hires and ensuring all paperwork is filled out.
* Learn our camp management software, Campsite, to facilitate the bookkeeping of individual enrollments.
* Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs
* Weekly cash deposits for SurfBerry.
* Weekly reports overseeing profit/loss management of all aspects of our company.

### Compensation

The annual salary for this position is commensurate with the candidate’s educational background and work experience. The additional benefits of this position are stated below.

* $225 per month towards health insurance
* Paid Time Off (PTO) –Accrual rate per month is 6.67 hours; equating to 80 hours of annual PTO accrual.
* Paid holidays: Labor Day, Thanksgiving, and the following Friday, Christmas Eve, Christmas Day, and New Year’s Day.

**About Surf Camp, Inc.**

Surf Camp Inc. is a leader in the growing world of learn-to-surf adventure camps. Our brand symbolizes a long-standing commitment to technical instruction expertise and ocean safety awareness which is evident in our three main core values: “Safety, Fun, and Learning.” We develop and conduct a diversified mix of summer camps for kids and teens and adult travel adventure programs.

**“Our mission is to cultivate a love and respect for the ocean by building confidence, developing character, and inspiring stoke through safety, fun, and learning”.**