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Bookkeeper

Overview

We are seeking a highly skilled and detail-oriented **Bookkeeper** to join our family-owned business. This role requires a blend of professionalism and a personal touch, as you will be working in a fast-paced, multi-faceted office environment with a high volume of clients.

As the Bookkeeper, you will play a pivotal role in managing the company's financial health by creating and analyzing financial reports, ensuring legal compliance, and processing accounts payable and receivable. Additionally, you will oversee payroll, tax filings, and customer invoicing. Ideal candidates have extensive experience with QuickBooks, possess exceptional organizational skills, and thrive in a dynamic small-business setting.

Key Responsibilities

Your day-to-day tasks will include, but are not limited to:

- ❖ Preparing and analyzing profit-and-loss reports for the company and individual programs.
- ❖ Managing weekly and biweekly payroll, payroll reports, and payroll taxes.
- ❖ Onboarding new hires, ensuring completion of all required paperwork, and maintaining compliance with HR procedures.
- ❖ Utilizing our camp management software, Campsite, to oversee financial tracking for individual enrollments.
- ❖ Monitoring and managing accounts payable and receivable, customer invoicing, and tax payments.
- ❖ Conducting weekly cash deposits and overseeing profit-and-loss management for all company departments.
- ❖ Ensuring accurate record-keeping and reconciliation of financial data.

Skills & Qualifications

Required Qualifications

- ❖ Associate's degree or higher in Accounting, Finance, or Business Administration.
- ❖ 3+ years of proven bookkeeping experience, including payroll, accounts payable, and accounts receivable.
- ❖ Proficiency in QuickBooks and Microsoft Office Suite (Excel, Word, and Outlook).
- ❖ Strong data entry skills with a high degree of accuracy and attention to detail.
- ❖ Hands-on experience with spreadsheets and customer invoicing systems.
- ❖ Solid organizational and multitasking abilities.
- ❖ Ability to pass a government background check and drug screening.
- ❖ Clean driving record and reliable transportation.
- ❖ Human Resources experience is preferred.

Desired Attributes

- ❖ Exceptional analytical skills and the ability to work with a high volume of data.
- ❖ Self-motivated with strong problem-solving capabilities.
- ❖ Team-oriented mindset with the ability to collaborate effectively.
- ❖ Familiarity with small business operations is a plus.

Compensation & Benefits

We offer a competitive salary based on experience and qualifications, as well as the following benefits:

- ❖ **Health Insurance:** \$225 per month contribution toward health insurance.
- ❖ **Paid Time Off (PTO):** Accrual rate of 6.67 hours per month (equivalent to 80 hours annually).
- ❖ **Paid Holidays:** Includes 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 world of learn-to-surf adventure camps, offering a diverse mix of summer camps for kids, teens, and adults. With a longstanding commitment to technical instruction, ocean safety, and adventure, we embody our three core values: **Safety, Fun, and Learning.**

Our Mission:

"To cultivate a love and respect for the ocean by building confidence, developing character, and inspiring stoke through safety, fun, and learning."

Join our team and be part of a vibrant, growing company that values both personal and professional growth while working in a unique, coastal environment.