

# Eliot Bookkeeper/Assistant Registrar

## **Responsibilities:**

Use QuickBooks and Excel to generate monthly financial statements, manage accounts payable, act as registrar-on-site at one camp each year, and assist administrator up to 12 hours each quarter with clerical tasks. Workload will vary widely through the year, depending on the season. Summer months, when expense reimbursement checks need to be written and financial statements provide a more significant picture of Eliot's financial health, will require the most time.

The Bookkeeper/Assistant Registrar (B/AR) will be an independent contractor and not an agent or employee of Eliot Institute. They shall be responsible for reporting all income received pursuant to the contract and for payment of all federal and state taxes and charges with respect to the fees to be paid hereunder.

**Compensation:** Up to \$6,000/year, depending upon experience, payable in 12 monthly installments. Camp credit for B/AR to attend one camp each year in the conference housing of their choice. Family members attending with B/AR will pay Eliot's prevailing rates

## **Bookkeeping services:**

- Handle accounts payable
- Adhere to the board's budget
- Prepare monthly financial reports
- Provide requested records and assistance to the Treasurer
- Prepare annual tax returns

## **On-site Camp Services (one camp per year):**

- Provide assistance to board representative, as needed
- Advise camp staff on board policy, if requested
- Attend daily staff meetings
- Maintain regular office hours to attend to camper needs
- Support fundraising efforts at camp

## **Assist with camp registration services which may include:**

- Handle camper registrations
- Conduct lottery for camp space, as needed
- Track medical and sponsor forms for children and youth
- Assign housing according to Eliot policy
- Prepare camper packets and handle camper check-in
- Prepare and distribute conference materials
- Handle background checks for designated staff
- Invoicing campers and handling accounts receivable

## **Assist with communications services:**

- Seabeck administration
- Deans, board representatives, and key camp staff

Former, currently registered, and potential campers  
Mail, phone, email correspondence, newsletter distribution  
Maintain a variety of group email lists  
Assist in maintaining Eliot's website

**Assist with Database services which may include:**

Maintain current information for all campers  
Produce reports as needed for communications purposes

**Requirements:**

Minimum of three years responsible accounting or bookkeeping experience  
Intermediate to advanced computer skills including Quickbooks, Excel, Word, database applications, and website maintenance  
Ability to multitask and work with ease and professionalism  
Ability to communicate clearly and concisely, verbally and in writing  
Must be able to keep camper matters strictly confidential  
Must have excellent interpersonal skills  
Prior experience with retreat coordination preferred