



## Job Posting- Bookkeeper/Accounts Specialist

Position Title: Bookkeeper/Accounts Specialist

### Compensation & Location

This is a part-time, year-round, on-site position for up to 20 hours per week.

Benefits include vacation, sick leave, continuing education and summer camp for family members.

Salary is offered at \$20/hour. This is an hourly, non-exempt position.

### Position Overview

The primary role of the Bookkeeper/Accounts Specialist is to perform the necessary tasks for the overall financial recordkeeping, reporting, accounts payable & receivable, payroll, HR support, and analysis for Camp Lutherwood Oregon. Previous QuickBooks and Microsoft Excel experience is required.

### To Apply

Please email a cover letter and current resume to [jobs@lutherwoodoregon.org](mailto:jobs@lutherwoodoregon.org) or mail to Camp Lutherwood Oregon 22960 Hwy 36 Cheshire, OR 97419

### About Camp Lutherwood Oregon

Camp Lutherwood Oregon is a year-round camp and retreat center serving communities in Oregon and SW Washington. Camp is located in the coastal foothills, 15 miles west of Junction City, Oregon. Camp Lutherwood Oregon is a vibrant center of spirituality, service, and hospitality open to people of all ages and faiths.

For additional information see our website [www.lutherwoodoregon.org/employment](http://www.lutherwoodoregon.org/employment)

Camp Lutherwood Oregon is an Equal Opportunity Employer.

The organization follows all COVID-19 guidelines as outlined by the Oregon Health Authority