



Lake Sunapee Yacht Club Accounting Assistant

Lake Sunapee Yacht Club is seeking to hire a seasonal energetic and experienced Accounting Assistant to provide support for our bookkeeper. The ideal applicant will work closely with the bookkeeper and will have knowledge of basic bookkeeping practices and feel comfortable working independently, have exceptional organization skills and be comfortable working in a seasonal fast pace atmosphere. The Accounting Assistant position is part-time from May through October with the majority of hours worked being in June through August.

Duties and Responsibilities

- Maintain financial records accurately
- Solid understanding of basic bookkeeping principles
- Record day to day Accounts Receivable payments
- Verify and make bank deposits
- Responsible for collecting the mail and disburse it accordingly
- Accounts Payable input and assist in maintaining vendor maintenance (COI's, W-9's)
- Willingness to learn accounting new software – Lake Sunapee Yacht Club uses a club-based software from NorthStar Technologies
- Capacity to work independently and be a self-starter
- Ability to work as part of a team
- Excellent communication skills and interpersonal relations with members and other staff
- Obtain efficient organization
- Assist with administrative office tasks
- Cross train as needed with additional bookkeeping projects

Job Type

- Seasonal part-time (May – Oct)
- Approximately 25 hours per week during peak season (mid-June – Aug)
- Flexible hours – fairly consistent schedule preferred during peak season
- Pay – depends on experience and references
- Free lunch

Requirements

- High school education or equivalent
- College with emphasis on accounting preferred
- 3-years minimum bookkeeping experience