



**Job Title:** Part-Time Bookkeeper

**Location:** Olde Forest Racquet Club, Elon, North Carolina

**Reports To:** Club Manager

**Company Overview:**

Olde Forest Racquet Club (OFRC) is a family-oriented premier swim and racquet sports club that provides exceptional recreational and social experiences for our members. Our club features a swimming pool, 10 outdoor clay tennis courts, 3 outdoor tennis hardcourts, 4 indoor clay tennis courts, 3 pickleball courts, and social spaces designed to provide an exceptional experience for individuals and families. We are currently seeking a detail-oriented and experienced Part-Time Bookkeeper to join our team and help manage our financial records.

**Job Summary:**

The Part-Time Bookkeeper will be responsible for maintaining accurate financial records, processing transactions, and ensuring compliance with accounting standards. This role requires a high level of accuracy, integrity, and confidentiality. The ideal candidate will have experience in bookkeeping and a passion for supporting the financial health of a community-oriented organization.

**Key Responsibilities:**

- Maintain and update financial records, including general ledger, accounts payable, accounts receivable, and payroll.
- Process and record club membership fees, program fees, and other income.
- Handle membership invoicing.
- Process payroll bi-weekly.
- Reconcile bank statements and ensure all transactions are accurately recorded.
- Prepare and submit financial reports, including monthly and annual statements.
- Prepare and submit monthly membership reports.
- Prepare the annual budget and monitor on a monthly basis.
- Ensure compliance with relevant accounting standards and regulations.
- Coordinate with external accountants for audits and tax preparation.
- Respond to financial inquiries from club management and members.
- Maintain confidentiality of all financial data and member information.

**Qualifications:**

- Proven experience as a bookkeeper or in a similar financial role.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
- Experience with Club Management software (preferred)
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and organizational skills.
- Ability to work independently and manage multiple tasks.
- Strong communication skills, both written and verbal.
- High level of integrity and confidentiality.
- Experience in a club or non-profit environment is a plus.

**Working Hours:**

- Part-time position, approximately 23 hours per week.
- Flexible schedule, availability during club operating hours.

**Compensation:**

- \$20-\$26/hour, commensurate with experience.

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and why they are a good fit for this role to [ofrcboardofdirectors@gmail.com](mailto:ofrcboardofdirectors@gmail.com) with the subject line "Bookkeeper Application - [Your Name] by November 18, 2024.

*Olde Forest Racquet Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*