

Bookkeeper- Part Time

Pecometh Camp & Retreat Ministries

Pecometh is seeking a **detail-oriented Bookkeeper** with strong **QuickBooks and payroll experience** to join our team. The ideal candidate will be organized, accurate, and skilled in financial recordkeeping and reporting.

Compensation: \$18- 22 per hour, approx. 25 hrs per week; Onsite work only

Flexible hours within an 8am- 5pm work day

Key Responsibilities:

- Maintain financial records in **QuickBooks** and process ADP **payroll** accurately and on time
- Manage accounts payable/receivable, checks, deposits, and reconciliations
- Generate monthly and annual financial reports
- Support budgeting, HR, benefits administration, and guest services as needed

Qualifications:

- Proven bookkeeping experience with **QuickBooks (required)**
- Payroll processing experience (required)
- Proficiency in Excel and Google Suite
- Strong attention to detail, accuracy, and confidentiality
- Degree in accounting or related work experience

Join a mission-driven team that values accuracy, stewardship, and hospitality.

Cover letters and resumes until 11/7/25