



Accounting Intern

Location: East Otis, Massachusetts

Compensation: commensurate based on experience

Dates: Approximately June to late August

Benefits: Travel stipend, comfortable housing, healthy meals, access to camp facilities

Camp Description: The Berkshire Soccer Academy is a private overnight soccer camp for girls. We offer an elite training experience for girls, ages 10-16, in a traditional camp setting on a private lake in the Berkshires.

Scope of Work: The Bookkeeper will work under the Office Manager to handle all camp financial tasks, including payroll, purchasing, and bookkeeping. A typical day for the Bookkeeper may begin as early as 8:00AM and end as late as 5:30PM; this includes 1 regularly scheduled day off for every 6 working days. The Bookkeeper will live in an all-staff cabin at camp and has a dedicated computer for work in the camp office. All office staff can and will be asked to drive camp vehicles off site for various tasks.

Job Qualifications based on our Service Standards:

- ❖ Must have at least 2+ years of experience working in an office setting
- ❖ Proficiency with computers, particularly all MS Office programs and Quickbooks
- ❖ Experience handling payroll
- ❖ Proven ability to learn and manage online database programs
- ❖ Ability to manage forms and paperwork in an organized and detail-oriented manner

TRUST:

- Must be trustworthy and have a proven track record of following-through with commitments.
- Must communicate honestly, clearly, and calmly, in personal and professional settings.

WELL-BEING:

- Must be committed to the safety and well-being of our campers at all times; physically, psychologically and socially.
- Must have experience modeling healthy habits and safe behavior consistently.

CONNECTION:

- Must enjoy working with kids, and be sensitive to their needs.
- Must have ability to work directly with the camp President and camp Directors

PROFESSIONALISM:

- Must be able to manage multiple responsibilities and the needs of others.
- Must have proven success working within a team, meeting deadlines, being punctual, and collaborating with peers and supervisors.

POSITIVITY:

- Must have proven experience as a positive role model to kids and peers.
- Must demonstrate optimism and flexibility in the face of adversity.
- Must enjoy receiving constructive feedback, and proven experience taking action to correct performance.

To Apply: Please visit our website www.berkshiresocceracademy.com and complete the Staff Application as thoroughly as possible.