

BOOKKEEPER or OFFICE MANAGER

Position

Basic bookkeeping for Southeast Mountain Guides in the Red River Gorge, KY

Employment Information

This position is LOCATED IN CAMPTON KY and at this time, remote work is not an option. This position is approximately 40 hours per week over 5 days. This position is also seasonal (March 1st through December 1st); however, we are looking to fill long-term employment (not solely one season).

About Southeast Mountain Guides

Our mission is to help people who want to experience rock climbing or become rock climbers. At Southeast Mountain Guides (or “Southeast”), we believe in connecting authentically with people; therefore our crew is made up of professional, servant leaders who are hardworking team players.

We offer **Via Ferrata** (cabled climbing system), **Guided Rock Climbing**, and **Guided Rappelling** services in the Red River Gorge, Kentucky; a world-class destination for both rock climbing and hiking.

Position Description

As an Office Manager for a small, outdoor, adventure tourism company you would get such a unique role of working in the deep trenches of hands-on engagement with the clients, but also participating in the behind the scenes inner workings of running a small business!

Making this position great for those that...

- Desire to be a part of many facets of a small company
- Want to see the direct impact of business decisions, the crew, and the clients
- Like a little variety in their work week
- Are enthralled by working for an outdoor based organization
- Are seeking to work directly with clients
- Truly enjoy office related task such as scheduling and pay bills
- Desire to grow in and with a company

If you have read any of our other other job descriptions this position is in essence a supervisor position of an office assistant and a bookkeeper. So on any given week you would be handling any Via Ferrata responsibilities, office assistant responsibilities, and making sure all the taxes are being paid properly, etc.!

Note: There is the option to solely do the bookkeeping portion of this position. If that is the case it would only be the bookkeeping responsibilities at approximately 20 hours per week over 2.5 days.

Position Responsibilities

As an Office Manager

- Ensure proper execution of operations as a daily lead
- Ensure the facility's clean and professional appearance
- Take reservations and help clients/potential clients via phone, email, text message, & in person
- Greet and check-in clients; ring in cash register sales
- Have an in-depth understanding of the POS system

- Create and expand social media content
- Purchase supply items
- Create & maintain crew schedule which involves handling all crew requests and changes
- Submitting Payroll
- Handling cash which includes making bank deposits or getting change for the POS
- Maintain basic bookkeeping records such as recording all sales and expenses; running basic reports; and maintaining accurate budgets and forecasts.
- Reconciling bank accounts
- Pay monthly bills
- Pay monthly sales and payroll taxes
- Regularly communicate with & meet with Southeast leadership member(s)

As a Via Ferrata Instructor

- Facilitate 45-minute hands-on Via Ferrata orientations to clients
- Supervise clients as they climb the Via Ferrata course and provide correction as needed
- Perform Via Ferrata rescues (provide aid to clients) by climbing to the client, hauling them with a rope and 3:1 haul system, and lowering them to the ground
- Clean and inspect climbing equipment
- Clean, tidy, and help maintain the facility and grounds
- Basic manual labor such as trail maintenance and weedeating

Minimum Qualifications

- Passion for rock climbing; thorough understanding and knowledge base of rock climbing
- Passion for office-related tasks
- Personality that is in alignment with Southeast's core values which includes an understanding and passion for Southeast's services and mission
- Phenomenal people skills including the ability to connect authentically to our clients and also to communicate effectively with all crew members
- Physically fit to perform all job responsibilities
- Enjoyment for working outside in all weather elements
- Desire to work for multiple seasons and grow in and with the company

Preferred Qualifications

- Moderate to extensive climbing experience
- Experience teaching or working closely with people
- Office assistant and/or customer service experience
- Basic accounting & bookkeeping experience
- Familiarity with the Red River Gorge area

Hours/Pay/Schedule

The base pay is **\$19 per hour**. Although the days and hours could fluctuate on a weekly basis, this position can expect a fairly regular schedule with approximately 42 hours per week over 5 days. Overtime occurs over 40 hours and is paid at time and a half.

How to Apply

Complete the application found on our website:

<https://www.southeastmountainguides.com/employment/> and email to Nicole Meyer nicole@southeastmountainguides.com If you have any questions or wish to contact us, you may call 606-668-6613.

Interview Process

The interview process for this position consists of approximately 3 total interviews. Not all interviews need to be completed in-person, meaning virtual meetings are acceptable. The interviews typically follow this format: Initial Interview, Skills Test Interview, Culture Fit Interview.

Training Process

The training for this position will consist of 4 weeks of training followed by 1-2 month(s) of intermittent mentorship. Training pay starts at \$14 per hour with advancements as training progresses.

Position starts March 1st with the training starting mid-February. Exceptions may be applicable to certain candidates, or hiring timeframes.

We look forward to reviewing your application!