

Bookkeeper / Office Admin

January 2026

Job Type: Part-time 10-20 hours/week

Benefits:

- **Flexible schedule**
- **Work from home**
- **Hybrid remote – must be able to make weekly mail runs to Harrisburg, PA**

Submit your resume and cover letter to: info@pfsc.org

Job Overview

The Pennsylvania Federation of Sportsmen & Conservationists (PFSC), a 501 (c) (4) nonprofit organization, is seeking a Bookkeeper/Office Admin. The PFSC is a statewide network of conservation-minded hunters, trappers, anglers and outdoor enthusiasts. Founded in 1932, the PFSC advocates for Pennsylvania's sportsmen, sportswomen, and conservationists from across the political spectrum. We are seeking a detail-oriented, organized Bookkeeper / Office Admin to join our team.

This role involves managing financial records, maintaining accurate bookkeeping practices, and supporting administrative functions to ensure smooth office operations and customer service. The ideal candidate will possess strong accounting skills, experience with QuickBooks, and a solid understanding of financial concepts and GAAP standards. This position offers an opportunity to **work from home** in a dynamic team environment where precision and professionalism are valued. **The successful candidate must reside within driving distance of Harrisburg, PA, as weekly mail runs and occasional event attendance are required.**

Responsibilities

Bookkeeping:

- Must have a general knowledge of standard bookkeeping and office management practices, have excellent verbal, writing & computer skills. A general knowledge of QuickBooks is a must.
- Receive, log and process all financial deposits and activities for the PFSC.
- Disburse the organization's funds by check, online, and credit as directed by the treasurer.
- This position is responsible for creating and maintaining all financial and general accounting records. This includes accounts payable, accounts receivable, PFSC payroll and payroll taxes documentation, sales taxes, etc.
- Maintain the accuracy of the general ledger in accordance with GAAP standards.
- Generate quarterly and calendar year-end financial reporting for tax and accounting purposes, including the issuance of IRS forms (1099) to contract employees, subcontractors, and prize winners as necessary.
- Support governmental accounting requirements and ensure compliance with relevant regulations.
- Work with external accounts to prepare the required IRS 990 and Bureau of Charitable Organization registrations.
- Responsible for PFSC's application for the Commonwealth-required Small Games of Chance (SGC) license and accounting records.

Office Admin:

- Organize, manage and handle day-to-day office procedures.
- Collect mail from 2426 North 2nd St., Harrisburg, PA, weekly.
- Sort incoming mail, prepare various mailings, including Bulk Mailings, and handle incoming calls.

- Coordinate, schedule and prepare for events and activities, such as Quarterly Board meetings, semi-annual conferences, and shows.
- Provide general administrative assistance and support for special projects, fundraising and outreach as assigned.
- Submit regular updates to the PFSC President and Executive Committee via MS365 Teams virtual conferences and emails
- Attend quarterly board of directors' meetings (Two virtual, two in-person)
- Work with M:7 Agency (Marketing Company) to: maintain/update membership database services; produce and print promotional materials (letters, invitations, posters, flyers, etc.); and coordinate outreach and communications efforts
- Help promote the goals and mission of the PFSC

Membership Services:

- Work with M:7 Agency (Marketing Company) to maintain/update membership database services
- Work with the Membership Chair to solve application/membership issues
- Coordinate with M:7 Agency on producing and printing promotional materials (letters, invitations, posters, flyers, etc.)
- Coordinate with M:7 Agency on the organization's outreach and communications

Qualifications:

- High School diploma required, additional training, certifications a plus
- General knowledge of standard accounting practices using QuickBooks
- Demonstrated experience using MS Office 365
- Excellent verbal and written communication skills
- Solid time-management skills with the ability to prioritize, think and work independently
- Creativity and attention to detail skills
- Nonprofit membership services experience a plus
- Knowledge of hunting, fishing, trapping and conservation and a strong personal motivation and commitment to the objectives and mission of the PFSC
- Must have a valid driver's license and reliable transportation

Additional Details:

- At-will exempt employee
- Work under the direction of and report to the PFSC president and treasurer
- Provide weekly status reports to the treasurer
- Provide quarterly status reports to the PFSC Board of Directors
- Must be able to attend occasional planned events, including occasional weekends
- Six-month probation period

This role requires a proactive individual capable of managing multiple financial tasks efficiently while supporting overall office administration. The successful candidate will demonstrate strong technical accounting skills combined with excellent organizational abilities to contribute effectively to our team.

Please submit your resume and a letter of interest explaining how your background and skills make you a strong fit for the PFSC to info@pfsc.org. We will only contact candidates who meet our criteria and respond to these application requirements.