

## **Bookkeeper**

### **Job Description**

The Bookkeeper functions as an assistant to the Treasurer working directly under his/her supervision. The Bookkeeper may perform many of the Treasurer's duties as assigned by the Treasurer, the Finance and Audit Committee or the Board. The main responsibility of the bookkeeper is to maintain the financial records of the Friends using appropriate technology, currently Quick Books accounting software.

The duties of the Bookkeeper include:

- Enters all income and expense transactions into Quick Books
- Maintains any necessary paper documents relating to transactions (e.g. invoices, deposit slips)
- Using appropriate entries, tracks all restricted funds and monitors project account balances
- Disburses checks for expenses once approved by project managers or the Board
- Provides financial reports from Quick Books as requested by the Treasurer, other Directors or project managers
- Works with the treasurer to reconcile bank statements with Quick Books
- Regularly attends Board , Finance and Audit Committee, and Executive Committee meetings
- Assists with the preparation of the annual budget
- Assists the treasurer in issuing all required IRS 1099 forms to vendors
- Assists in the preparation of annual tax return (IRS 990)
- Participates in internal organization audits

### **Required Experience**

Accounting

Knowledge of Quick Books

Comfortable with Microsoft Excel spreadsheets

### **Required Training**

- Quick Books training done by Friend of Sleeping Bear Dunes
- Internal financial processes training done by Friends of Sleeping Bear Dunes

### **Time Commitment**

8 hours per week