

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:

- Receive pertinent correspondence from the Friends' mail coordinator either via email scans or from the Friends mailbox at Park headquarters
- Enter all income and expense transactions into Quick Books
- Maintain any necessary paper documents relating to transactions (e.g. invoices, deposit receipts)
- Using appropriate entries, track all restricted funds and monitors project account balances
- Disburse checks for expenses once approved by project managers or the Board
- Provide financial reports from Quick Books as requested by the Treasurer, other Directors or project managers
- Regularly monitor Friends' bank accounts
- Regularly attend Board, Finance and Audit Committee, and Executive Committee meetings
- Assist with the preparation of the annual budget
- Assist the treasurer in issuing all required IRS 1099 forms to vendors
- Assist in the preparation of annual tax return (IRS 990)
- Participate in internal organization audits

Required Experience

Accounting background preferred

Knowledge of Quick Books preferred

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

7-8 hours per week