

Job Title: **FULL CHARGE BOOKKEEPER**

Reports to: Director of Operations

General Function: The Bookkeeper is responsible for all bookkeeping functions of the council.

Key Job Element: Bookkeeping

Performance meets standard when:

- Assistance is given to Executive Director with preparation of annual budget
- Monthly income/expense statements, allocated and combined balance sheets, and cash flow reports needed by Executive Director and Finance Committee are prepared
- Records of cash receipts and distribution are maintained
- Required information for annual audit is prepared
- Accounts payable and receivable is processed
- Cash flow is managed and bank transfers are prepared when needed.
- General Ledger and bank accounts are maintained and reconciled on a monthly basis.
- Checks for cash disbursements are prepared as needed.
- Month end reports are prepared: mintships, cost of sales, department expenses, postage, copier, duplicator, SC-5 report.
- Reports required:
 - Camp Fire National Financial Statements, due June 30 following year end
 - Quarterly State Returns for B & O and L & I
 - Charitable Organization Renewal Registration, due 11/30
 - Unclaimed Property, due 11/1
 - 1099-MISC, due 1/31

Key Job Element: Personnel & Payroll

Performance meets standard when:

- Payroll and personnel records are maintained while working with outside payroll service
- Monthly employment statistical reports to US Department of Labor are submitted
- Confidentiality of all records, particularly salary information, is maintained
- Employee timesheets are prepared, vacation and sick leave records are maintained, Section 125 and Medical Reimbursement accounts are maintained; enrollment in group health, life, disability and SEP-IRA plans are processed; workers comp claims are submitted to carrier and followed up as needed.
- New employees are assisted with payroll and benefit information and submitted to new hire list to state

Skill Set requirements:

- In depth knowledge of accounting process thru Financial Statements
- Knowledge of generating consolidated FS for Budget to Actual comparisons
- In depth knowledge of generating payroll and benefits administration
- In depth knowledge of accounting software, preferably Quickbooks
- Solid knowledge of Microsoft Excel and Word
- Solid problem solving skills
- Solid analytical skills
- Excellent time management skills/meets deadlines
- Excellent organizational skills/attention to detail
- Knowledge of State reporting requirements

Salary, hours, and benefits

- 20 hours per week position, flexible schedule
- Salary range: \$24,000 to \$29,000 annually
- Prorated benefits

This job description is not intended to be all-inclusive. Rather, it represents major responsibilities and accountabilities. Other appropriate job-related tasks may be assigned.