



Job Title: Bookkeeper	Part-time: (Suggested schedule of 8-10 hours per week (2 or 3 days in office with some work performed remotely)
Revision Date: March 24, 2016	

## Position Overview

### Scheduled Essential Job Functions

- Process Payroll twice monthly (15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup>)
- Pay payroll taxes once a month (on or before the 15<sup>th</sup>)
- Prepare quarterly reports four times per year (one month after quarter ends). Reports are Dept. of Labor & Industries and 941 only. No Unemployment Ins. or Dept. of Revenue required.
- Issue W-2 and 1099 to employees/contractors annually (by Jan 31 of following year)
- Provide info. to CPA for annual review (1<sup>st</sup> quarter following year)
- Apply to ECFA annually (by July 31)
- Reconcile bank statements monthly
- Prepare monthly financial statements (by 10<sup>th</sup> of month)

### Ongoing Job Functions

- Enter receipts and disbursements into books
- Pay bills, reimbursements, honorariums, benevolent aid
- Monitor bank balances online, transfer funds between accounts
- Make bank deposits and withdrawals
- Record donations so receipts can be issued
- Prepare regular transaction reports and misc. reports as needed
- Prepare and send donation receipts.
- Assist Executive Assistant with other office duties as assigned

### Skills/Qualifications:

- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting on accrual basis (not cash basis)
- ECFA Rules
- Attention to Detail
- Confidentiality
- Team Player
- Familiarity with Quickbooks Pro 2013

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.