

PT Bookkeeper
Updated October 2021

Part-time 5-7 hours per week, with a minimum of 3 hours onsite. Salary: \$300/month

The Bookkeeper is responsible for the following:

- Process Payroll bi-weekly on Wednesday (to post Friday)
- Write checks in a timely manner and routing checks to appropriate people for signature
- Enter all deposit information provided by staff into QuickBooks (donations, grants, register transactions, misc.)
- Record Petty Cash transactions in QuickBooks, writing a check to maintain available balance
- Monthly reconcile bank statement in QuickBooks
- Create and update grant class lists in QuickBooks, account for grant income and expenses
- Processing quarterly taxes via QuickBooks
- Processes year-end taxes (includes W-2's and 1099's)
- Generate monthly reports for Finance and Board Meetings
- Generate end-of-year reports for accountant
- Back up QuickBooks files on an ongoing basis