

Part-Time Bookkeeper JOB DESCRIPTION

Summary

The Bookkeeper is a part-time, permanent position that provides bookkeeping and related services for Friends of Drake Well, Inc. (FDW). The Bookkeeper will maintain financial records, including purchases, sales, receipts, and payments based on various schedules (i.e., weekly, bi-weekly, monthly, etc). This position works closely with the FDW Treasurer and the FDW Executive Director to create and analyze financial reports and ensure legal requirements compliance, process accounts payable, receivable, and tax payments.

The position will have a work schedule of approximately 15 hours per week, year-round. The Bookkeeper reports to the FDW Executive Director, working closely with the FDW Treasurer.

Duties & Responsibilities

The Bookkeeper's responsibility is to accurately record all day-to-day financial transactions of FDW. Responsibilities can be broken down as follows:

- Process Accounts Payable and Accounts Receivable transactions.
- Process bi-weekly agency payroll, including accompanying payments and journal entries.
- Verify and process POS transactions from Museum Store sales.
- Monitor bank and credit card accounts for balances and transactions with monthly reconciliations.
- Responsible for submitting monthly and/or quarterly tax filings such as state sales and local withholding taxes.
- Maintain and track balances of restricted funds.
- Prepare various financial reports for FDW Executive Director, FDW Board, and PHMC.
- Supply external accounting firm with requested financial records to complete the annual review, 990, and BCO-10.
- Provide financial information and assist in the preparation of an annual budget.
- All other duties and responsibilities as assigned.

Required Knowledge, Skills, and Abilities

- Minimum two (2) years of proven bookkeeping experience utilizing accounting software, preferably Quick Books Online or Quick Books Desktop.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post, and manage accounting figures and financial records.
- Proficiency in MS Office (including Excel).
- Must possess a high level of accuracy and attention to detail.
- Ability to interact well with others and communicate effectively.