



**Bookkeeper
Job Description
9.30.24**

Title: Bookkeeper

Skills:

- General understanding of accounting
- Experience with QuickBooks is a plus

Duties:

- Prepares deposits
- Prepares manual checks as needed, no more than twice monthly
- Transfer deposits from Square, PayPal and Run Signup to QuickBooks
- Scan online paid receipts to vendor folder on Google
- Records Office Manager timesheet to QuickBooks bi-monthly
- Enters receipts and disbursements to QuickBooks
- Reconciles Checking and CD Accounts monthly
- Reconciles Investment Account quarterly
- Records journal entries as required (ie., interest, bank fees)

Reports to: Chief Financial Officer

Time Commitment: 6-8 hrs/month