



Job Description: Bookkeeper

Job Title: Bookkeeper

Summary: The Bookkeeper works with the Treasurer to maintain the financial books of record for the Co-op. The Bookkeeper prepares the Co-op's monthly, quarterly, and annual financial reports and maintains the source records for tax preparation and auditing purposes.

Time Commitment: 10-20 hours per month

Team: Finance

Teammates: Treasurer, checkwriters and debit card holders, CPA, website webmaster, Board of Directors, Outreach Coordinator, Owner Coordinator

Skills Required: Comfort using computers (email, spreadsheets, cloud file management), basic Quickbooks, and ability to meet with Treasurer, CPA, and the Board as needed.

Training & Supervision: Treasurer and Board.

Duties: Present financial updates to Board monthly; maintain records of all expenditures and income as incurred; make timely entries to Quickbooks; reconcile bank statements monthly; work with Owner Coordinator to maintain (1) ownership database including contact information and payment records of owners, (2) credit card processor database (Square), and (3) email bulk delivery service database (Mailchimp); and meet and work with Treasurer and CPA as needed.

Task list:

Owner Share and Merchandise Purchases (if not done by Owner Coordinator):

- Record receipts from booth and other events
- Record purchase of Co-op ownership shares
- Maintain records of owners on payment plan for purchase of an ownership share
- Update ownership database for owner contact information and payments
- Maintain owner application records on Google Drive
- Maintain items for sale in Square database

Bookkeeping:

- Maintain books of records in QuickBooks; confirm receipts and disbursements are recorded to correct accounts; make monthly recurring journal entries

- ❑ Reconcile bank statements monthly
- ❑ Generate monthly, quarterly, and annual financial statements
- ❑ Maintain financial records and source documents on Co-op's Google Drive
- ❑ Provide board members with financial status updates, including budget-to-actual figures
- ❑ Manage member loan (investment) agreements and deposits; calculate interest accruals and manage disbursements

Treasurer and CPA liaison work

- ❑ Manage annual insurance renewals (if not done by Treasurer or a different board member)
- ❑ Manage tax preparation, review, and filing in coordination with Treasurer
- ❑ Manage required financial audits for securities registration, if needed.