

ROTARY CLUB OF TACOMA #8

Job Title:	Rotary 8 Bookkeeper
Classification:	Hourly
Position Type:	Part-time
Supervisor:	Rotary 8 Club Administrator

Job Summary

It is the responsibility of the bookkeeper to maintain the financial records of the club. Corollary responsibilities include preparing financial reports on a monthly and as-needed basis, preparing checks/online for payment of accounts payable, preparing statements reflecting accounts receivable, and in general, operating in accordance with the provisions of the Finance Committee. The bookkeeper will report to the Club Administrator and will receive direction and guidance from the Treasurer relating to content and frequency of reports prepared for the Board of Directors.

Essential Functions

1. Maintains records of financial transactions and accounts of the Club.
2. Maintains information and records of member accounts, billing, and monthly billing statements.
3. Prepares bank deposits of accounts receivable and posts them to general ledger.
3. Upon receipt of approved invoices by the Club Administrator from vendors/service providers the bookkeeper will prepare checks
4. The bookkeeper reconciles receipts and allocates expenses with each credit card statement before issuing a check/online payment for signature.
5. Fundraising events held by the club are referred to as "special events." The bookkeeper will establish separate general ledger revenue and expense accounts for each fundraising event.
6. The bookkeeper is responsible for carrying out the following procedures at the end of each month:
 - Obtain copies of the monthly bank statements.
 - Prepare a bank reconciliation for all cash accounts with a supporting list of outstanding checks and deposits in transit.
 - Investigate old outstanding items and void or reissue stale items.
 - Reconcile bank balances to the month end trial balance and financial statements.
 - Sign the bank reconciliation to provide evidence of preparation and review.
 - Photocopy the bank reconciliation and bank statements for the Black Book.

Additional Functions

1. Journal Entries and Adjusting Journal Entries
2. Investments
 - Obtain month-end copies of investment statements from the bank.
 - Record interest, dividend, realized and unrealized gains and losses.
 - Reconcile investment statement balances to the month-end trial balance.

3. Accounts Receivable
 - Print and review a month-end accounts receivable aging report.
4. Inter-fund Receivables and Payables
 - Reconcile the corresponding receivables and payables balances in the general account and fundraising account.
5. Accounts Payable
 - Review unpaid invoice files in the office to make sure all invoices are entered into the system with correct service or delivery date.
 - Print an accounts payable aging report and review it for unusual items such as negative balances, duplicate vendors etc.
 - Investigate unusual items and correct as necessary for duplicate payments, incorrect dating, etc.
 - Review delinquent balances and determine why payment was not made. Note reasons on the aging report after discussion with the Treasurer.
 - Reconcile the accounts payable aging report to the trial balance and financial statements.
6. Credit Card Payables Not sure this detail is needed addressed in Essential functions
7. Accrued Expenses / Fixed Assets / Prepaid Expenses
 - Review and update the listing of these accounts to determine if the balance is still valid. Propose correcting journal entries as necessary to adjust the balance on a monthly basis.

Job skills needed

- Must be proficient in QuickBooks desktop, Certification is preferred.
- Must be proficient in Microsoft Office products in particular Excel and Word
- Skill in developing standards
- Ability to analyze Information
- Experience dealing with complexity
- Ability to reporting research results
- Skill in data entry
- Accounting
- SFAS Rules
- Attention to detail
- Confidentiality
- Thoroughness and detail oriented

Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting, finance, or related field
- CPA is a plus
- Previous bookkeeping experience preferred
- Experience in working with multiple legal entities under different legal umbrellas

This is a non-exempt part-time position of 20 hours a week with a salary range of \$24=\$26 per hour depending on qualifications. The hours can be variable, but the needs of the business will be considered when planning the weekly schedule. To apply for the job please email your resume to clubadmin@rotary8.org