



BOOKKEEPER JOB DESCRIPTION

The position of Bookkeeper was created to assume a portion of the duties of Treasurer. The Bookkeeper is an independent contractor hired by and reporting to the Executive Director. The duties are as follows:

- Maintain all financial transaction records in Quickbooks Online on a weekly basis
- Receive invoices and seek appropriate approvals for payment
- Prepare checks and send to Executive Director or Board President as appropriate for signature and mailing
- Receive income, record checks in an annual check log, and prepare deposits. (Deposits and the log are sent to the Executive Director for review and forwarding to the bank.)
- Manage monthly payroll processing and payroll tax reports/payments
- Reconcile bank, investment and PayPal accounts monthly, and maintain file of bank statements *
- Make monthly reports to the Executive Director, Treasurer and other appropriate persons as requested
- Prepare quarterly P&L reports for Executive Committee review
- Transfer funds with approval between AHS accounts as necessary
- Receive and monitor reports concerning the Endowment Fund
- Monitor, compute and record monthly interest for any special funds
- Prepare the IRS Form 990 for review by AHS's accountants (preferred), or provide them with needed information for that purpose.
- This is a part-time independent contractor position without benefits. Normal work will take 5-8 hours/week. There are two busy times of year when the work load could approach 15-20/hours per week: just before and after the National Conference or Summer Institute in June, and August – September with membership renewals and year-end closing.
- Salary negotiable

(* Reconciliations may be performed by the retired bookkeeper for better division of duties)

QUALIFICATIONS

The ideal candidate will have formal finance training, non-profit accounting experience and be familiar with Quickbooks products.

- Solid knowledge of bookkeeping and generally accepted accounting principles
- Minimum of 3-5 years experience with
 - Bookkeeping
 - Payroll processing
 - Tax preparation (IRS Nonprofit Form 990)
- Be detail-oriented and accurate
- Possess good communication skills and the ability to multitask
- Be discrete and understand matters of confidentiality

- Excellent computer skills, including competence in standard accounting software (Quickbooks preferred), email and Excel
- Be willing to have a home, office or postal box address serve as the “official” national AHS office
- Flexibility in time available to meet the fluctuations in work flow inherent to AHS, particularly in the busy pre-national event and year-end periods.
- Associate’s or Bachelor’s degree in accounting, finance or business preferred, or equivalent business experience

Please send letter of application and resume to:

Kathryn McManus
Executive Director
execdirector@harpsociety.org