Celo Friends Meeting Job Description

Bookkeeper

Approved July 18, 2024

Overview

The bookkeeper performs the daily tasks involved with Meeting money, depositing donations, paying bills, managing, and balancing Meeting's financial accounts. All donations, expenses, banking, and budgets are recorded in QuickBooks. The bookkeeper must learn and understand how QuickBooks works and maintain QuickBooks Celo Friends Meeting file. The bookkeeper is part of the Finance Committee and provides data to assist in the preparation of the annual budget. The bookkeeper, working together with the Finance Clerk / Treasurer, ensures that two Friends are familiar with Meeting finances and able to assist each other.

Income

Accept contributions for Celo Friends Meeting and its projects or fundraisers. Each donation received is logged into the computer program "QuickBooks" indicating all the relevant information (the amount, donor, check number, date and coded under its specific purpose) Donations are deposited into the appropriate bank account each week. The deposits are primarily made electronically, and the checks are kept for at least 6 months. Provide contribution statements for donations, including in-kind donations using Quick Books or via post when needed. Copies are kept of all contribution statements.

Although the operating budget funds are in a local bank, some less frequently used accounts are in banks that require the treasurer to mail deposits. All income, whether checks or cash, in person or by mail, should be deposited as quickly as possible, which is typically within a day or two of receipt. Bank statements are reconciled monthly.

Expenses

Bills and financial commitments are paid in a timely manner via check, electronic transfer, or debit card. The bookkeeper ensures that proper documentation is presented prior to making payments. Through the process of writing checks or paying bills, each commitment is associated with a budget line or special account.

Reimburse out-of-pocket expenses for Friends who make purchases on behalf of the Meeting. Friends that need to be reimbursed are expected to provide a receipt for the item purchased. If the purchase is large (>25% of the budget line), the committee clerk should approve of the charge. Bills, receipts and copies of expenses, bank statements and any other relevant financial information should be kept in files that can be easily accessed when needed.

Expenditures should generally be within budget. However, overruns sometimes occur. In this case the bookkeeper may consult with the finance clerk and decide if the overrun should be cleared with Business Meeting prior to payment. Typically, if it is a small amount of money for a committee purpose, it does not need to be brought to Business Meeting.

Office supplies and administrative expenses (software, stamps, envelopes, etc.) are purchased and kept separate to be used only for Meeting's correspondence.

Reports

The bookkeeper provides the data from Quick Books for the Finance Clerk to prepare quarterly and annual financial reports for Meeting for Business. Generally, the Finance clerk reports to Meeting for Business, but may ask the bookkeeper to make the report if they are absent. These financial reports consist of a Budget versus Actual and a Financial Position Comparison for the Quarter and Year End. These reports give the Meeting a snap-shot view of the Meeting's overall financial health, the current position regarding income and expenses and the efficacy of the approved budget. The reporting period is typically quarterly and end of year, but sometimes other reporting periods are appropriate. The year-end report is presented in January. The Financial Reports should be sent out to the Clerk in advance of the Business Meeting. When presenting a report to Business Meeting provide 10 copies for Friends to read along.

The bookkeeper and the Finance Clerk work together with the finance committee to prepare an annual budget. This process can begin in the summer by collecting information from committee clerks about their budgetary needs. The annual budget is presented twice to Meeting. The first time is to discuss the budget very generally and note any changes. The second presentation is a request for approval.