

# JOB DESCRIPTION

<b>JOB TITLE:</b> Bookkeeper		<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISOR:</b> As Directed	\$16.00 / hour	<b>SUPERVISOR RESPONSIBILITIES:</b> No

The Bookkeeper is responsible for keeping detailed records of all financial transactions. This role includes maintaining detailed and accurate financial records, managing payables and receivables, preparing financial statements, budgeting and forecasting, ensuring transparency, complying with required financial regulations, and maintaining up to date accounting software and spreadsheets.

## **ESSENTIAL DUTIES:**

1. Ensures expenses are paid accurately and on time.
2. Ensures receivables are tracked and accurately recorded; manages bank deposits.
3. Reconciles bank statements comparing bank statements with internal records to ensure accuracy.
4. Inputs deposits, invoices, and print checks for payment.
5. Inputs credit card transactions and reconciles balances.
6. Enter transactions between restricted/unrestricted designation and proper posting of expense accounts.
7. Proposes and documents internal controls.
8. Reconciles financial discrepancies and irregularities; recommends improvements.
9. Develops and analyzes annual and event budgets; identifies and reports variances.
10. Reviews timecards and ensures the accurate preparation of payroll and the related government tax reports.
11. Generates monthly or quarterly financial reports to track financial health and board decision making.
12. Tracks transactions related to the Rural Business-Cooperative Service loan program; prepares the related reports; drafts annual SAM renewal.
13. Ensures Shopify and Quickbooks are synchronized and point of sales transactions are recorded in Quickbooks.
14. Maintains sales worksheet related to Groundhog Club commissions.
15. Prepares, reviews, approves, and posts journal entries; reviews with supervisors.
16. Ensures shared costs are processed in accordance with approved cost allocation procedures.
17. Assists accountants and/or auditors as required.
18. Identifies risks; recommends solutions; assists with mitigation.
19. Maintains confidentiality.

## **QUALIFICATIONS:**

**Special Licenses, Traits, Skills and/or Certifications:** Enthusiastic, self-starter, quick learner; analytical thinker and problem solver; detailed oriented; excels in time management; organized; capable of independent work; demonstrates common sense; and excellent listening, communication, and interpersonal skills.

**Education and/or Experience:** Bookkeeping education and experience required; or an equivalent combination of education and experience.

**Computer Skills:** To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including knowledge of the Windows Operating System, keyboarding, Quickbooks, Shopify Point of Sales, and Microsoft Word, Excel, and Outlook.

**PHYSICAL DEMANDS:** The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, type, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

**WORK CONDITIONS:** The work conditions for this job are:

- Access to reliable transportation and local travel are required to perform essential duties.
- Acceptable criminal records check required.

---

This job description describes the responsibility and essential duties of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND THE PUNXSUTAWNEY AREA CHAMBER OF COMMERCE, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER THE CHAMBER OR ME.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date