



Bookkeeper Job Description

Reports to: Executive Director

Work Year: Twelve (12) Months

Bookkeeper Job Responsibilities:

Maintenance of Quickbooks

- Recording all income (checks, cash, credit card, etc)
- Recording deposits into bank account via inflow
- Writing and printing checks
- Reconciling all bank accounts at the beginning of each month, for the previous month

Tax Management

- Quarterly Federal Report: form 940
- State of Michigan Withholding: paid quarterly
- Federal Income Tax: paid monthly
- State Unemployment Tax Act (SUTA)
- Renewing non-profit status (online through LARA)

Paying necessary operational bills

Preparing necessary documentation financials for grants and final reports

- Discussions with Executive Director for grant financial needs

Preparing budget summary for necessary meetings

Preparing financial reports for grants

Required Qualifications:

- Proficient use of Quickbooks
- Proficient use of Excel

Preferred Qualifications:

- Bachelor of Arts Degree in Accounting, Economics or a similarly related field
- 1-2 years of Accounting and/or bookkeeping experience
- General experience with and understanding of nonprofit budgets and accounting practices

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