

# Job Description

## Bookkeeper

**Overall Responsibilities**— *Take care of the daily accounts payable/receivables throughout the company & assist with general office duties*

### **General Requirements & Expectations:**

**Confidentiality is a requirement.** Discussion of Winter Show business outside of the office, is grounds for dismissal, with no warnings. This is a zero tolerance policy. Financials and staff issues concerning the WS facility are never to be discussed outside of the WS.

Respect of the Manager & Board of Directors. Lack of, is grounds for dismissal, with no warnings.

Weekend hours may be required to work during events, as needed. Your schedule will need to be adjusted within the pay period to offset weekend hours. Overtime hours will be allowed during peak season of North Star Classic & Winter Show.

**Professionalism:** You are asked to act in a courteous and professional manner to customers, staff and BOD at all times while on duty for the WS.

### **General Info & Schedule**

Currently this is a full time position, with the current book keeper also being the Office Manager. She will be taking on a more general office position, as we hire for a specialized book keeper. The manger is willing to discuss the work schedule and office time needed for this position, based on the candidates experience, knowledge and current situation or request of work schedule. Candidate must have a general working knowledge of accounts payable and receivable, as well as a knowledge of basic accounting principles and practices. Microsoft office knowledge is necessary, with word and excel being the most used programs for the Winter Show

### **Accounting Duties**

- Reconcile all Bank Statements
- Process all incoming money received; sponsorship, entries, booth space, etc., after GM has reviewed.
- Record payments in QuickBooks & make bank deposits
- Generate Invoices; sponsorship, membership, catalog advertising, building rental
- Code all payables in QuickBooks; cut checks or pay online

Make sure all bills are run through the GM and approved for payment, prior to processing

Checks should be written twice monthly. Use the 5<sup>th</sup> & 20<sup>th</sup> (or a day or two before/after, depending on what day of the week those dates fall on) as guidelines for check writing days.

GM and 1 Authorized Board member or 2 Authorized Board members will need to sign checks.

- Prepare bills for manager approval & signature
- Collect W9 information from all specialty/free stage acts, contractors, etc.

- Issue reimbursement, refund & expense checks, as requested by GM
- Maintain Chart of Accounts in QB & make suggestions on changes.
- Enter yearly budget in QuickBooks
- Enter Debit Card receipts & code Credit Card charges, as needed.
- Prepare all quarterly tax documents & filings necessary.
- Generate & prepare yearly tax information, to include 1099s, W2s and tax info for CPA
- Create monthly board reports from QB for all accounts, with balances and monthly expense/income report
- Create reports and print as needed for GM and per requests.
- Pull account balances or gather needed information for GM, as requested.

We strive to have a fun, upbeat and enjoyable work atmosphere. However, I will not tolerate drama, disrespect or insubordination. It is my intention to always have an open door policy to discuss issues, problems or concerns. Please review the Employee Handbook for any questions you may have about policy, or always feel free to visit with the Manager.