

## DIGNITY/WASHINGTON BOOKKEEPER JOB DESCRIPTION

Dignity/Washington is searching for a part-time bookkeeper, who works with the treasurer to ensure smooth financial operations for the organization. The successful candidate for this position should have a solid foundation of bookkeeping and accounting and a good working knowledge of electronic banking and QuickBooks, the accounting software used by Dignity/Washington. The position is estimated at between 7 and 10 hours of work a week and can be done primarily from home.

Among the duties to be performed by the bookkeeper –

- ✓ Pick-up the Sunday collection and in-kind donation information after mass at St. Margaret's, update donor records, update QuickBooks, prepare a deposit slip and make a deposit at DW's bank;
- ✓ Pick-up mail and money from the Dignity Center at least twice a month, process the money as above, and pay bills as necessary and/or as authorized by the Treasurer recording each transaction in QuickBooks;
- ✓ Record in QuickBooks all Pre-Authorized and AutoPay transactions performed electronically by the DW bank;
- ✓ Process as above, record in QuickBooks, and update donor records as appropriate for all transactions emanating from socials, retreats, programs, memberships, etc.;
- ✓ Meet with the Treasurer once a month to review the month's financial activities and assist in the preparation of monthly and other reports for the Board;
- ✓ Reconcile bank statements and PayPal transactions on a monthly basis;
- ✓ Prepare bi-weekly or monthly payroll for employees and quarterly and annual payroll filings with State, District and Federal authorities, and maintain annual and sick leave balances for the DW Office Manager (updating QuickBooks as appropriate);
- ✓ Prepare electronic checks for vendors such as presidors and interpreters, and pay invoices, recurring expenses and record all such transactions in QuickBooks;
- ✓ Prepare and submit annual IRS Form 1099/1096 to IRS and to contract personnel;
- ✓ Prepare and distribute as appropriate IRS Forms W-2/W-3 for DW employees;
- ✓ Prepare an annual statement of donations to be distributed to each donor;
- ✓ Respond to email and other inquiries from the President, Treasurer, etc.; and
- ✓ Maintain complete records for all DW financial transactions to submit to the auditor each year for review and certification.