



SAYMA Bookkeeper

Summary of Duties:

The bookkeeper is responsible for routine financial transactions of the Southern Appalachian Yearly Meeting and Association. The Bookkeeper follows the guidelines outlined in the SAYMA Finance Handbook.

Supervision:

The work is directed by the SAYMA Treasurer, in cooperation with the SAYMA Finance Committee.

Specific Duties:

The Bookkeeper's duties are time-sensitive with an estimated timeline as listed below.

Weekly

- Record deposits in all YM funds, including monthly meeting assessments, YM registrations, and contributions and gifts.
- Make all disbursements as requested by the Treasurer and keep appropriate documentation, compliance with budget, and availability of funds.

Monthly

- Verify payroll in QuickBooks online auto payroll Elite service.
- Reconcile accounts in accounting software.
- Maintain a well-organized system of electronic documentation of expenses, receipts, and reports.
- Prepare materials for the Treasurer to present at Finance Committee meetings.
- Attend Finance committee meetings as requested.
- Transfer Donor-Restricted donations to the appropriate fund.



Quarterly

- Prepare information for the Treasurer's report at quarter's end.
- Transfer budgeted allocations to the appropriate set-aside funds.

Annually

- Provide data for annual budget planning and assist in developing a budget.
- Provide expense analysis to all committee clerks for review in preparation for the annual budget. (Feb)
- Assist in developing year-end reports.
- Assist in preparing and mailing year-end contribution letters.
- Use QuickBooks online to prepare W-2 forms for employees and 1099 forms for contractors and others.
- Assist with registration for Yearly Meeting in the spring and early summer.

Unscheduled, recurrent tasks

- Work with the Treasurer to verify that State requirements for employees are being met (worker's compensation and unemployment insurance, etc.)
- Maintain a backup system for electronic records.
- Follow the record retention policy.
- Maintain and update databases of contributors and vendors.
- Maintain financial records and reports in accounting software (QuickBooks).
- Collect and submit new employee forms as needed.
- Maintain good communication with the Treasurer and the Finance Clerk.
- Maintain frequent communication with Administrative Assistant.
- Learn the functions and operational budgets of the programs and special funds.
- Research and respond to various accounting/financial questions, policies, data requests, from the Treasurer and Finance



committee.

- Support the finance committee in updating the Finance Handbook.
- Become familiar with the business and financial operations and assist in identifying areas for improvement and clarification.
- Provide documentation and information needed for audits/reviews.
- Perform other duties as assigned by the Finance Committee.

Hours:

The Bookkeeper is a part-time, salaried position averaging 10-15 hours a month. The workload is variable throughout the year with no set schedule. The average workload during slow periods is less than three hours per week. During busier times such as at year-end, the workload is about five hours per week.

Qualifications:

- Strong integrity and commitment to maintaining confidentiality.
- Basic skills in managing financial accounts, developing budgets, and maintaining accurate records.
- Basic computer skills in word processing, spreadsheets, and QuickBooks online accounting software.
- Good oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to work cooperatively with the Administrative Assistant, the Treasurer, the Assistant Treasurer, the Finance Committee, and other SAYMA officers.
- Attention to matters of detail.
- Capacity to evaluate revenue and expenditure data, identify emerging patterns and trends, and advise the Treasurer as needed or requested.