

**CELEBRATE ME WEEK, INC.  
JOB DESCRIPTION**

**BOOKKEEPER**

**JOB TITLE:** Bookkeeper

**EMPLOYEE TYPE:** Non-Exempt Hourly Part-Time (4-8 hours per week)

**REPORTS TO:** Camp Administrator

**JOB SUMMARY:**

The Bookkeeper supports the work and mission of Celebrate Me Week, Inc., a nonprofit organization, committed to providing a week-long summer camp to youth entering the seventh grade. The Bookkeeper reports to the Camp Administrator and assists the Camp Administrator and the Board of Directors in all aspects of the financial management of Celebrate Me Week, Inc. Summer Camp.

**AREAS OF RESPONSIBILITY:**

- Accounts Payable
- Accounts Receivable
- Bank Accounts
- Budget Administration
- Cash Receipting and Deposits
- Financial Reporting
- Insurance (Liability)
- IRS 990, 1099's, 1096
- Journal Entries
- Licensing
- Payroll
- Quick Books
- Reconciliation
- Sales Tax Reporting
- Tax Acknowledgement Donor Letters
- Withholding

**ESSENTIAL FUNCTIONS:**

**Overall**

- Support the mission of Celebrate Me Week, Inc.
- Maintain a positive working relationship with fellow staff, board members, campers, parents, volunteers of all ages and backgrounds.
- Provide excellent customer service.

**Accounting and Finance**

- Perform financial duties necessary to support the camp program.
- Responsible for maintaining records, managing payment systems, accounts receivable, accounts payable and reconciling deposits and payments.

## **Accounting and Finance**

- Record and track all fees and any other revenue generating activities.
- Record and track all expenses.
- Provide financial reports of all income and expense related to camp activities.
- Reconcile records, data, payments, and bank accounts.
- Responsible for all journal entries, posting revenue and expense, scholarships, and donations.
- Maintain records of scholarships and other grants of financial assistance.
- Maintain records of donations and contributions and process donor thank you and or tax acknowledgement letters.
- Renew annual Liability Insurance and Board & Officers Insurance.
- Renew annual license agreements with ASCAP and MPLC.
- Keeps accurate records of all merchandise for resale.
- Attends quarterly Board of Directors Finance Committee Meetings.

## **Budget**

- Assist with the development of an annual budget for review and approval by the Board of Directors.
- Prepare regular quarterly financial reports to Camp Administrator, Board Committees and Board of Directors.
- Prepare annual year-end financial reports to Camp Administrator, Board Committees and Board of Directors.
- Attends annual Budget Development Working Group Meeting.

## **Reporting**

- File quarterly State and Federal withholding reports.
- File annual/quarterly State Sales Tax reports.
- File annual 1099's and 1096 reports.
- Prepare Year-End statements and reports.
- Work with Accountant to prepare annual IRS 990 report.
- File annual IRS 990 report. (May 15)
- Work with Accountant to prepare annual MN Attorney General's Charity Report
- File annual MN Attorney General's Charity Report. (July 15)
- File annual Nonprofit Incorporation with MN Secretary of State's Office (December 31)

## **Payroll**

- Process time-sheets, payroll and various reports.
- Process payroll checks on a regular schedule.
- Process quarterly State and Federal withholding.

## **QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE:**

- Associates Degree or equivalent combination of education and experience in the field of accounting and finance.
- Maintain up to date knowledge of areas of focus.
- Effective written and interpersonal communication skills.
- Ability to deliver presentations to various audiences.
- Good organizational skills and attentive to detail.

**QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE:**

- Proficient computer skills to include Quick Books.
- Ability to work with a diverse population.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to use a computer and other digital devices for extended periods of time and be able to communicate using a computer, phone or other smart devices.
- Perform all physical aspects of the position, including standing, walking, bending, reaching and lifting up to 30 pounds at a time.
- Ability to travel locally between locations to attend meetings, trainings and events.
- The employee will primarily work from home but may need to perform some tasks at various locations.

This job description represents the major functions of the position, but it is not intended to be all-inclusive.

**SIGNATURE:**

I have reviewed and understand this job description.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_