

Bookkeeper Accounting Responsibilities:

NOTE: We recognize that bookkeepers often are assigned responsibilities over and above what can strictly be considered as "Accounting". However, the purpose of this list is only to itemize those Accounting items that are critical to closing the books monthly, and their associated deadlines. A successful Bookkeeper and their Manager will determine how to prioritize job responsibilities to ensure that these deadlines will be met accurately and consistently.

Daily/Weekly Deadlines: *Items in this list will be ongoing routinely throughout the month. An efficient Bookkeeper will be able to organize their day to ensure that they check for new "higher frequency" activity daily and process to completion accordingly. "Lower frequency" transactions might be most efficiently reviewed weekly. All items must be up-to-date for the entire month by the end of the first workday after the start of the new month.*

- **Banking Activities:** Record cash receipts and make bank deposits. Check for and record electronic funds transfers. Enter activity into General Ledger system (usually QuickBooks).
- **Vendor Payments:** Receive vendor invoices and verify that quantity received, price, and terms information agrees to purchase orders and receiving documents. Make sure payment approval is recorded on the invoice, or route to proper individual for authorization. Batch for payment, and enter into appropriate manual or automated system.
- **Expense Reports and Credit Card Transactions:** Ensure expense and credit card reports have appropriate receipts and approvals. Match expense reports to employee advances, as appropriate, and process cash deposit for reimbursement. Follow-up on any missing documentation on a timely basis, as needed.
- **Invoicing Activities:** In some cases, vendor payments may lead to offsetting invoices to a secondary service provider (such as reimbursement for lunch programs). When such payments are made, prepare and record appropriate invoice. Invoice payments are included above under Banking Activities.
- **Payroll Activities:** *Updating employee payroll records, responding to employee payroll-related questions, and processing ongoing payroll payments, are Human Resource activities and not an accounting function.* However, bookkeepers must ensure that generated payrolls are entered into the general ledger timely, deleted or re-issued checks are recorded appropriately, and payroll tax payments are verified and recorded.
- **General Ledger Activities:** Update chart of accounts as needed. Record accruals in ledger monthly.
- **Reconciliations:** Provide documentation as needed to support Accountant's reconciliation of bank and ledger account balances.

Other Responsibilities: *Items in this list are not strictly critical to an efficient closing process, but are necessary for an efficient and ongoing accounting operation. All items should be current at month-end.*

- **Filing System:** Maintain an efficient and effective filing system of accounting documents to facilitate timely document retrieval, as needed.
- **Fixed Asset Activities:** Understand the differences between capitalized assets and expense items. Attach approved asset identification tags when instructed by the Accounting Manager. Notify Accountant and Accounting Manager any time an asset is sold, discarded, or destroyed. Assist with the annual Fixed Asset physical inventory.
- **Report Preparation:** Prepare accurate and timely periodic reports as scheduled or requested.
- **Special Projects:** As requested.

Knowledge – Skills -- Abilities:

- Basic understanding of accounting concepts, terms, and the closing cycle.
- Ability to follow directions, multi-task, and meet deadlines.
- Ability to adapt to new accounting software tools: QuickBooks and Box.

Compencies:

- Team work, Detail oriented, Sense of urgency, Accountability.