

**HOLLAND CHORALE**  
**JOB DESCRIPTION – BOOKKEEPER**  
July 15, 2019

**Reports to:** Treasurer of the Board of Directors, will also work closely with the President of the Board and the Artistic Director.

**Work Schedule:** The scope of this position requires a flexible work schedule. Certain times of the year require more hours than others. Work hours to average 5 hours per week. Advance approval should be obtained for projects that could cause an overall overage for the fiscal year.

**Job Summary:** This position will work independently to fulfill all functions of an experienced bookkeeper in a non-profit organization. Independent Contractor Position.

**Responsibilities:**

- Manage bookkeeping tasks utilizing accrual accounting practices in QuickBooks Online and maintain related documentation files.
- Post receipts as individual entries per donor/customer (not bulk entry) including receipts from online sources (PayPal, EventBee, Square) and cash/checks.
- Utilize QuickBooks to prepare and send out contribution acknowledgments and donation receipts via email or mail.
- Collect bills and donations from the PO Box for prompt processing and deposit.
- Responsible for preparing invoices and collecting outstanding accounts receivable for such items as membership dues, donor pledges, program book ads and Adventures in Harmony lunch fees. Collection efforts must be done with considerate donor relations skills.
- Set up new customers, donors and vendors as needed in QB and keep contact records updated with current mailing addresses, email and phone numbers.
- Generate and export mailing lists as requested from QuickBooks.
- Receive invoices, bills and reimbursement requests, review for completeness, route for approvals, post to QuickBooks and pay in a timely manner.
- Prepare monthly paychecks for independent contractors.
- Assist treasurer with identifying new and repeat vendors requiring 1099s, assist with issuing 1099s as requested. Ensure that W-9s are obtained for new vendors.
- Assist with budget preparations on an annual basis by providing templates for key staff and volunteers to gather input on program income and expenses.

- Prepare financial documents for grant submissions including the DataArts Profile for the MCACA grant application and the financial materials for final reports.
- Prepare specialized financial reports following all special events and other programs such as Adventures in Harmony.
- Monitor bank activity and access images as needed via online access.
- Complete monthly bank reconciliations.
- Communicate with board members, artistic director and operations manager regarding bookkeeping matters.
- Maintain a strict level of confidentiality in all aspects of the job.
- Fulfill other duties and responsibilities as requested or as assigned.

**Requirements:**

- Proficiency in QuickBooks required.
- Strong understanding of accounting and bookkeeping principles for a nonprofit organization.
- Experience with coding receivables and payables to the proper ledger accounts.
- Proficiency in Microsoft Office required (Excel, Word, Outlook)
- An understanding of non-profits and experience working with volunteers. Ability to communicate appreciatively and supportively with volunteers, donors and choir members.
- Ability to work independently in an efficient and effective manner.
- High level of attention to detail and accuracy of work.