

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE
109 WARING ROAD
SYRACUSE, N. Y. 13224

JOB DESCRIPTION: BOOKKEEPER (CONTRACT)

Reports to: Finance Team Leader
Directly Supervises: Not Applicable
Status: Contract
FLSA: Not Applicable

Job Summary:

The Bookkeeper keeps accurate and timely records of all Society accounts receivable and payable.

Essential Functions

- Enters Bills/accounts payable
- Writes checks, as approved, for Treasurer to sign
- In coordination with the Financial Secretary, enters all income and generates deposit summaries
- Tracks and processes online donations and pledge payments
- Records payroll and tracks payroll withholdings
- Coordinates changes with contracted payroll processing company
- Reviews payroll information for accuracy
- Keeps current record of Society pledges, write off unpaid pledges at fiscal year end
- Enters Society budget prior to start of Society fiscal year
- Files invoices
- Reconciles all Society accounts monthly, including bank account(s) and endowment accounts
- Produces monthly financial reports, including Profits and Loss report and Balance Sheet.
- Produces Society annual reports for Annual meeting. Produce other reports as requested by Treasurer
- Oversees the creation and distribution of quarterly contribution statements, per policy, in conjunction with the Financial Secretary
- Tracks petty cash usage

Approved by the Finance Team 3/12/2019