

TITLE: Accountant
Reports to: Treasurer

February 22, 2021

JOB SUMMARY: Accountant will be responsible for recording the financial transactions of the organization. Prepares payments by check, payments by credit card, and records transactions in QuickBooks Online bookkeeping software.

DUTIES AND RESPONSIBILITIES:

- Enter bank deposit information into QuickBooks Online
- Generate checks (online, QBO) as necessary
- Reconcile bank accounts, credit card processing (SQUARE, STRIPE)
- Create journal entries
- Monitor budgets monthly
- Periodically reconcile petty cash

KNOWLEDGE, SKILLS AND RESPONSIBILITIES:

Familiar with QuickBooks Online (QBO), accounting principles and processes; is detailed and organized, mindful of deadlines. Maintains high standards and integrity. Maintains confidentiality with sensitive organizational information. Identify and manage risk.

EXPERIENCE:

Computer literate, knowledge of QuickBooks Online (QBO), DonorPerfect, SQUARE, STRIPE.