



ARTHUR MORGAN SCHOOL

60 AMS Circle • Burnsville, NC 28714
(828) 675-4361 • FAX (828) 675-0003
email: heather@arthurmorganschool.org

JOB DESCRIPTION – BOOKKEEPER

The Bookkeeper is a part-time position, paid on an hourly-wage basis at a negotiated rate according to experience. For tax purposes the Bookkeeper is considered an employee. The Bookkeeper is interviewed and hired by the Finance Committee on the recommendation of the Finance Coordinator, is supervised by the Finance Coordinator, and is not considered a member of the Staff Meeting. This job description serves as the Work Agreement, and Work Reviews will be performed by the supervisor.

According to GAAP, the Bookkeeper does not have check-signing privileges, or the authority to authorize the expenditure of School funds.

The Bookkeeper must be familiar with QuickBooks software. Knowledge about GAAP nonprofit accounting procedures and practices is also valuable.

Note: the following list is an overview and does not include all of the Bookkeepers Duties.

- Check bookkeeper's box in main office and folder in inner office daily. Receive bills from businesses with which the School conducts regular business or has accounts and write payment checks immediately upon receipt.
 - The Bookkeeper pays bills from invoices at the time the statement is received from the vendor by matching the invoices listed on the statement to the appropriate invoices already received during the month; these invoices should already have noted on them the account each expense should be charged to; some vendors do not send statements and then bills are paid from the invoices. This fulfills GAAP requirements. The bookkeeper presents the checks with the invoices to the Finance Coordinator or other appropriate staff for review before signing. Some bills are paid online and the bookkeeper also presents these to the Finance Coordinator for review. For unusual bills, the Bookkeeper should get approval from the Finance Clerk. If a new account bills AMS for tax, the bookkeeper pays the bill without tax and sends the standard letter of explanation from the Finance Coordinator along with our tax exempt forms. Keep tax exemption form folders stocked in main office.

Write checks for reimbursements only if there is a reimbursement form and all receipts are attached. Keep reimbursement form folder stocked in main office.

- Make deposits.
 - Utilizing the remote deposit machine, deposit checks into the correct funds in bank accounts, when possible, to simplify QB accounting and to minimize accounting errors. For cash deposits, prepare the deposit for the bank, with deposit slip, and arrange for it to be taken to the bank. Make all necessary QB accounting entries.
- Monitor cash flow out of Operating Checking accounts and transfer funds from Operating Savings when necessary.
- Reconcile all bank accounts, the investment account (Self-Help) and the Endowment account. The Bank accounts are reconciled monthly. The investment account and the Endowment account

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are reconciled quarterly. Reconcile credit card purchase forms monthly with bank account statements.

- Issue payroll checks monthly via direct deposit (become familiar w/ACH process) or paper check, deposit monthly payroll taxes, file and pay quarterly payroll taxes. Request time sheets (signed by supervisor) from hourly employees in time for ACH process. Be familiar with QB payroll software.
- Provide new employees with tax forms, I-9, direct deposit form and other info as needed. Set up new employees in QB and enter W-4 info. Send in New Hire forms.
- Issue House checks/ Food Allowance checks to boarding houses and DAS staff on the fifteenth of the month. Before winter break, spring break and end of school year pay DAS staff for nights-out students, using nights out record in Attendance Notebook in main office.
- Monitor the Copier and Laundry payment box (“Red Top Cardboard Box”), stamp payment box, and Petty Cash box. Deposit money into misc. income AMS operating.
- Enter Kitchen Co-op, Van Use, Postage, and other charges on staff or student (SAF), charge accounts in QuickBooks.
- Maintain the records and files relating to the above tasks.
- Issue financial reports and coordinator reports as requested by the Finance Coordinator (FC). Give to FC to review and then forward.
- Understand the interface between QuickBooks and Donor Perfect, entering donations and reconciling reports with the Development Coordinator as needed.
- Issue monthly e-mail statements for house accounts and staff accounts.
- Issue tuition payment reports and SAF reports to FC as requested. Issue statements to families as requested by FC. Send out YE SAF statements to families as requested by FC.
- Monitor finance calendar to be sure responsibilities are completed in a timely manner.
- Be knowledgeable of and abide by all financial policies and procedures.
- Enter new policies or procedures into Bookkeeping Manual and be sure manual is up to date.
- Assist Finance Coordinator as needed.