

UP for Learning
Bookkeeper Job Description
2021

Overview: Work with our Operations Director and accounting firm to manage UP for Learning's payables and receivables, tax filings, payroll, and Board of Director, monthly, and year-end reports. Maintain records of financial transactions by coding transactions to be consistent with the chart of accounts. Maintain an accurate filing system and historical records.

Job Responsibilities:

- Curate system to account for financial transactions by using the established chart of accounts
- Maintains historical records by filing documents
- Generate and distribute invoices for receivables and ensure that receivables are collected promptly
- Deposit receivables into UP for Learning bank account as needed
- Manage accounts payable and collect W9 from all new accounts
- Maintain a weekly electronic communication schedule with the accounting firm and provide them with the information they require
- Work with the accounting firm to:
 - Verify, code and classify all transactions using the chart of accounts
 - Comply with federal, state, and local legal requirements, enforcing adherence to requirement, filing reports and advising the Executive Director and Operations Director on needed actions
 - Closeout the books at the end of the fiscal year in collaboration with accounting firm
 - Support the completion of the yearly tax organizer; provide support as needed to accounting firm as they prepare and submit the yearly 990 report
 - Distribute 1099 and W2s
- Run monthly financial reports through QBO including, but not limited to, the balance sheet, profit and loss, budget vs actual, and budget vs actual by class
- Oversee payroll completion by the accounting firm
- Support the Executive Director and Operations Director in creating the budget for the fiscal year
- Set-up new employees in payroll and health insurance payment system
- Contributes to team effort by accomplishing related tasks as needed

Qualifications

- Excellent communications & interpersonal skills
- Data entry skills
- Attention to detail
- Knowledgeable of accounting practices
- Comfortable using the Microsoft Office suite and Google Drive, Quickbooks Online
- Accuracy

- Confidentiality
- Thoroughness

Time Commitment: 4 hours per week on average at the start; less after that (slower in the late spring and summer months)