

## **BOOKKEEPER JOB DESCRIPTION**

### **BASIC FUNCTION**

The **Bookkeeper** is responsible for handling the day to day of SIFF's financial records, including recording cash receipts, managing accounts payable and receivable, processing payroll and cash disbursements.

### **CLASSIFICATION**

Regular Exempt

### **REPORTING STRUCTURE**

Reports to the Director of Finance

Non-Manager, no oversight or accountability for others, an individual contributor

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Manage established systems to account for all financial transactions:
  - Enter daily cash receipts
  - Enter accounts payable
  - Invoice sponsors, rental agreements, and other customers as needed
  - Process credit cards for sponsor, rental and customer invoices as well as for festival submission entries
- Manage and maintain a chart of accounts adhering to defined bookkeeping policies and procedures
- Maintain historical records by filing documents
- Contribute to team effort by accomplishing related results as needed
- Assist with annual audit and tax schedule preparation
- Support office management duties
- Other tasks as assigned

### **GENERAL QUALIFICATIONS**

- Experience with and knowledge of Generally Accepted Accounting Procedures
- Demonstrated ability to work independently, deal with complexity, and maintain confidences
- Demonstrated attention to detail and to thoroughness
- Experience working with Quickbooks or other accounting software preferred
- Experience in and understanding of non-profit business practices helpful