

Baltimore Yearly Meeting Position Description

Bookkeeping Assistant

Reports To: Comptroller
FLSA Status: Part-time (0.63 FTE), Salaried, Exempt
Approved By: Supervisory Committee 02/02/19
Approved by Interim Committee:

SUMMARY: The Bookkeeping Assistant is responsible for helping to maintain BYM's accounts and cash with accuracy and timeliness in support of the Comptroller. In addition that person is responsible for providing bookkeeping and administrative assistance as needed to the Camping Program and Property Managers.

The estimated time needed per week will average 22 hours (0.63 FTE).

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Record coded bills into the accounting software weekly. Some regular bills will be coded by the Assistant, some by the system. Other bills are coded by the Comptroller or program staff
- Produce checks for payment of bills weekly
- Prepare bills to be mailed once the checks are signed
- File paid bills with check stubs at least every other week
- Create A/P folders for paid bills annually
- Produce A/P batch reports for approval by the Comptroller and Treasurer
- Record ACH disbursements from operating account

Cash Receipts

- Code and record bank deposits into the accounting software. Some coding will be done by the Comptroller, at least monthly, possibly weekly.
- Record apportionment payments and loan payments into the accounts receivable module of the accounting software
- Record receipts from online payments systems into the accounting software, coded by either the Assistant or the Comptroller
- Create CR folders by month
- Produce CR batch reports for Comptroller's approval
- Reconcile contributions data with Development Director

Camping Program and Property

- Administer camp property rentals, including follow up with renters to assure proper documents are filed and payments made in a timely fashion.
- Record disbursements from the Camp Property Manager, Camp Caretakers and Camping Program Manager accounts on a monthly basis.
- Record camper payments
- Assist in training camp bookkeepers
- Reconcile camp vendor receipts to vendor payments on credit card statements
- Transfer bookkeeping data from summer camps to accounting software

Other Bookkeeping and Administrative

- Create journal entries
- Set up and maintain permanent files
- Maintain business record archives
- Maintain student loan files
- Maintain Friendly loan files

QUALIFICATIONS: The Bookkeeping Assistant must be able to work with minimal oversight and guidance. To perform this job successfully, they must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous bookkeeping experience and training preferred.
- Competency with Excel and Word software
- Experience using various databases
- Good interpersonal and written communication skills
- Ability to work with people of diverse backgrounds and ages
- Excellent organizational skills, ability to multi-task

REQUIREMENTS

- A background check conducted by BYM is required for employment
- Ability to learn Abila MIP Fund Accounting software as it is used in this position
- Ability to learn Abila Fundraising database and Camp Brain software as it is used in this position

SALARY AND BENEFITS: BYM endeavors to provide salaries and benefits in line with those of other non-profit organizations in the Washington metropolitan area. The salary for this position is commensurate with qualifications and experience. Benefits include health, dental, and vision coverage; long-term disability insurance; term life insurance; eleven paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; retirement contribution.

NON-DISCRIMINATION: BYM, as a spiritual community, welcomes all to participate in its programs and in employment. BYM is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

WORK ENVIRONMENT: BYM has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. All staff members are expected to work cooperatively with volunteers and committee members.

The BYM office building and grounds are smoke, drug, alcohol and weapon free.

This document describes the position currently available. It is not an employment contract. Baltimore Yearly Meeting reserves the right to modify job duties or job descriptions at any time.