

## **Baltimore Yearly Meeting Draft Position Description**

**Job Title:** Comptroller  
**Reports To:** General Secretary  
**Status:** Part-time (0.5 FTE), Salaried, Exempt  
**Approved By:**  
**Approved Date:**

**SUMMARY:** The Comptroller is responsible for maintaining the financial records of Baltimore Yearly Meeting (BYM), compiling and analyzing the annual budget, and supporting the financial information and management needs of the Yearly Meeting. The Comptroller supports the Treasurer and Clerk of Stewardship & Finance directly and provides information as needed to other committees. The Comptroller understands the financial needs and functions of BYM operations, and serves as a first point of contact for information on budget, funds and investments, accounting and apportionment practices. The Comptroller prepares the Yearly Meeting's accounts for regularly scheduled audits and reviews. The Comptroller consults with the independent accountant concerning compliance with generally accepted accounting principles for nonprofit organizations and, in consultation with others as appropriate, implements the recommendations required.

The Comptroller supervises the work of the part-time Bookkeeping Assistant.

### **Bookkeeping Supervision Duties:**

- Supervises the Bookkeeping Assistant.
- Maintains chart of accounts and files.
- Reviews deposit documents for accuracy prior to posting by the bookkeeper.
- Produces cash flow projections with data supplied by the bookkeeper.
- Reviews invoices for approval and accuracy prior to posting and payment.
- Reconciles all bank and investment statements.
- Trains camp bookkeepers to maintain accounting systems and reviews camp finances.
- Performs several internal audits throughout the year to assure accuracy in all accounts.
- Maintains fixed asset records and calculates monthly depreciation amounts.
- Maintains records of investments; records interest, dividends, and unrealized gains and losses.
- Makes corrections to net assets and maintains a record of net asset changes.
- Prepares and sends quarterly financial reports to the Treasurer and other officers and staff.
- Provides extensive support to the auditor in preparing material for the annual audit.
- Fills in for the Bookkeeping Assistant as needed during absences.

### **Banking Duties:**

- Maintains online banking system; checks balances frequently; downloads and prints bank statements; and responds to notifications from the bank.
- Records checks approved and signed to the *Positive Pay* system.
- Sets up transfers between accounts for approval by the Treasurer or General Secretary.
- Obtains list of remote deposits and codes them for entry into the accounting system.
- Fills out paperwork for the bank line of credit annually.

### **Human Resources Duties:**

- Reviews payroll tax filings made by third party payroll processor and maintains records.
- Reviews and sends out W-2s created by third party payroll processor.
- Makes corrections to payroll as needed and supplies information to staff how to obtain copies of W-2s and check stubs via online payroll system.
- Provides instruction on use of the timesheet and reviews timesheets as needed.
- Maintains records of leave used, earned and accrued for year round staff.

- Fills out annual paperwork to comply with ACA.
- Maintains records on amounts paid to independent contractors as well as W-9s and certificates of insurance. Prepares and sends 1099s and a 1096 as appropriate to independent contractors by the due dates as prescribed by the IRS.
- Has a working knowledge of labor law or researches labor questions using online sources, third party payroll service and the Department of Labor.

#### **Annual Budget Duties:**

- Supports annual budget development process.
- Supplies program staff and committees with financial data to assist in budget development. Confers with staff and committee members as needed to work out budget questions.
- Calculates annual salary and benefit changes to support the budget development process.
- Produces draft personnel and administrative budgets for review by the General Secretary, Supervisory and Stewardship & Finance committees.
- Compiles budget based on information supplied by programs and committees.
- Maintains the annual apportionment calculating spreadsheet.
- Working with Stewardship & Finance, supports all aspects of the annual apportionment process.
- Attends Apportionment Meetings. Provides preliminary budget information for those meetings.
- Attends all Budget Subcommittee meetings and provides budget analysis when requested.
- Supports the development of the capital budget with the Camp Property Manager, the General Secretary and Supervisory Committee.
- Provides basic notes for both the Operating Budget and the Capital Budget for consideration by the Stewardship & Finance and Trustees.

#### **Other Duties:**

- Supports the Treasurer; provides reports on cash flow, invoices for approval, and updates on income and expenses. Provides financial statements and notes for Treasurer's reports.
- Works with the auditor, General Secretary, Treasurer and others to implement internal controls.
- Works with Development Director and Administrative Manager to maintain PCI compliance for credit card acceptance.
- Works with Development Director to assure that all fund raising campaigns meet the Yearly Meeting's existing gift acceptance policy.
- Tracks restricted funds for Trustees and provides other financial information for Trustees.
- Reports to the Educational Grants Committee as to the status of individual loans and reconciles loan spreadsheet with balances in the accounting system monthly.
- Attends Annual Session; maintains petty cash; reviews credit card acceptance process and receipts; reconciles bookstore and registrar cash transactions; maintains records of income received and disbursements made on site.
- Supplies specialized reports and analysis as needed for staff or committees.
- Maintain handbook of procedures for the Comptroller position.
- Other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully the individual should be well versed in nonprofit accounting, computers, especially accounting systems, word processing, and Excel spreadsheets. S/he should have full charge bookkeeping experience through trial balance and audit which includes cash management responsibilities. The individual must have working knowledge of Generally Accepted Accounting Principles as well as commonly accepted payroll practices and regulations. S/he must have some familiarity with lending practices and procedures.

Knowledge of Quaker faith and practice and business process is important. The Bookkeeper must be able to work independently, be self-motivated and able to hand multiple tasks and possess good verbal and written communication skills. Requires some evening and weekend work and occasional travel to BYM camps and

local meetings.

**Salary and Benefits:** BYM endeavors to provide salaries and benefits in line with those of other similar positions in the not-for-profit sector in the Washington, D.C. metropolitan area. The salary is commensurate with qualifications and experience. Benefits include health and dental 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 is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, gender identity, disability, marital status, age, or national origin.

**Physical Demands:** Candidates must be able to drive. Weekend and overnight travel is required. The physical demands of the position 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 the essential functions.

**Work Environment:** BYM has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. 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.