

## **CNME BOOKKEEPER JOB DESCRIPTION**

### **Job Responsibilities**

To manage its finances and maintain its financial records, CNME utilizes on an independent contractor basis a full-service Bookkeeper who reports to the Executive Director.

The Bookkeeper is responsible for:

- Maintaining a coherent system of accounts, with a supporting filing system
- Recording and processing payments for expenses approved by the Executive Director
- Preparing Institutional Dues invoices annually and other invoices as needed
- Depositing payments
- Reconciling bank, credit card, and petty cash accounts
- Monitoring cash levels and facilitating management of CNME's reserve funds
- Creating financial statements and related financial reports
- Collecting information as needed for the annual audit or review
- Providing an accountant's transfer (.qbx) file and other information as needed for end-of-year tax preparation
- Facilitating signatory change processes (re: election of new officers)
- Liaising with outsourced payroll service and monitoring all payroll transactions and reports; collecting information for annual Workers' Compensation Insurance audit; monitoring Labor Law compliance
- Annual preparation of Forms 1099, 1096
- Automating bill paying, where possible, to facilitate payment of routine expenditures
- Researching provider options (e.g., telephone/internet services) to reduce expenses; negotiating lower contract rates
- Researching low-risk investment options for the CNME reserves to maximize interest income
- Other functions at the request of the Executive Director (financial analyses, projections, etc.).

### **Professional Qualifications**

Formal coursework and/or a degree in business, finance or related field; proficiency with QuickBooks Pro and Microsoft Office products; knowledge of internal controls; and excellent organizational skills, including attention to detail, high level of accuracy, and the ability to work independently.