



## **CHATTERBOX CLUB**

### **~BOOKKEEPER~**

#### **Requirements**

Must be able to lift at least 15 lbs.

#### **Job Summary**

Create and maintain accurate records of all financial transactions for the Club. Most basic to this profession is strict confidentiality of all records, and excellent computer skills.

#### **Duties & Responsibilities**

- Maintains financial journals, bank reconciliations, accounts payable, inventories, general journal, payroll and personnel files, excise tax reports, depreciation accounts and financial statements.
- Produces computer reports, accounts payable, general ledger, and monthly financial statements.
- Prepares and makes bank deposits.
- Reconciles all bank statements.
- Manages the petty cash fund.
- Audits and pays all club bills and invoices after approval for payment.
- Maintains employees' time and attendance, absentee and leave records.
- Prepares inventory worksheet.
- Prepares quarterly and annual tax reports and excise tax reports.
- Provides membership and financial information for the Treasurer, Club Manager, Board of Directors and Committee Chair.
  - Preparation of yearly budget.
- Maintains accurate records and contracts of vendor invoices and insurance.
- Ensures legalities of reports, policies and procedures of all payroll functions.
- Maintains record retention per club policies.
- Responds to member billing inquiries, when necessary.
- Completes other appropriate assignments made by the Club Manager, Treasurer, and President.
- Occasionally required to answer the telephone or greet someone at the door in order to support the office staff

#### **Reports To**

Club Manager

#### **Works With**

Treasurer, Finance Committee, Committee Chairs, and the President

#### **Supervises**

No supervisory duties are included in this position.

Please contact Peggy Vandetti to submit your resume [pvandetti@chatterboxclubonline.com](mailto:pvandetti@chatterboxclubonline.com).