

Whippany River Watershed Action Committee (WRWAC) – April, 2017
A New Jersey Not-for-Profit 501 (c) (3) Corporation

Bookkeeper Job Description

Monthly

- Record all transactions on QuickBooks, categorizing income and expenses
- Using P&L from Quick Books, create monthly financial report, tracking budget items, committed grant funds and YTD percentages of line items. Bank balances are on this report as well.
- Send PDF of financial report to administrator for monthly regular meeting
- Track project expenses on the committed funds portion of the financial report

Yearly

- Collect financial records for accountant for state and federal returns; create QB backup file for accountant and deliver through email or by hand. Review returns from accountant, obtain signatures and file; distribute required portions of state/federal returns to exec board members
- Track 1099 employee/consultant distributions; reconcile yearly and give information to accountant who will produce and file 1099 with employee/consultant and IRS/NJ

As needed

- Provide financial records for audit.
- Store financial records in a secure location

Qualifications

- Knowledge of Quick Books. Currently using 2014 version
- Familiarity of NJ and IRS rules and forms concerning nonprofit organizations
- Knowledge of Excel spreadsheets helpful

The WRWAC does not maintain an office. The successful candidate will have sufficient space to work from home and to maintain the records of the organization.

The bookkeeper is not required to attend WRWAC meetings. All work can and should be done electronically.

Compensation:

The position is that of an Independent Contractor, not an employee. Compensation is based on an hourly rate to be negotiated. Payment is monthly after approval of a detailed time sheet by the Executive Board.

How to apply:

Please submit your resume to Arthur W. Vespignani at art724@aol.com who will forward it to the Search Committee. You may submit questions to that email address or call 973-886-7969.