

**I. Position**

Bookkeeper (4.2)

**II. Related Titles**

Office Manager

**III. Essential Functions**

Maintain accurate records of all transactions.

**IV. Additional Responsibilities**

1. Maintains journals, check registers, bank reconciliations, accounts receivable, accounts payable, inventories, general journal, payroll and personnel files, excise tax reports, gambling reports, depreciation accounts and financial statements
2. Produces computer reports including accounts receivable, accounts payable, general ledger and monthly financial statements
3. Collects all cash and receipts from all cash registers
4. Prepares and makes bank deposits
5. Reconciles all bank statements
6. Manages the petty cash fund
7. Audits and pays all club bills and invoices after approval for payment
8. Maintains employees' time and attendance, absentee and leave records
9. Administers the billing and collection of membership dues
10. Prepares inventory worksheet and crosschecks prices paid with bid quotations and invoice prices
11. Prepares quarterly and annual tax reports and excise tax reports
12. Provides membership and financial management information for the controller, General Manager, Board of Directors and committee chairpersons
13. Assists controller on all matters related to computer applications, annual and special audits, insurance and employment records
14. Answers members' questions regarding billing
15. Maintains accurate records of vendor invoices
16. Assists in preparation of other accounting reports and helps controller as necessary
17. Ensures legalities of reports, policies and procedures of all payroll functions

**V. Reports to**

Controller

**VI. Supervises**

No supervisory duties are included in this position