

## **The First Baptist Church of Clarendon Child Development Center is in need of a QuickBooks Online Bookkeeper**

*The First Baptist Church of Clarendon Child Development is a ministry and mission of the Church at Clarendon. The FBCC CDC first opened its doors in 1969 to provide care and early learning for children of its congregants and its community. Since then the FBCC CDC has experienced steady growth and enjoys its hard earned and well deserved outstanding reputation. The FBCC CDC is committed to the highest possible quality care and active and participatory early learning that is developmentally appropriate in both practice and expectation, differentiated as well as brain-compatible. As the programming offered by the FBCC CDC continues to adapt and evolve it does inspired by Nature Based philosophies and practices related to Environmental Education.*

Under general supervision and accountable to the Executive Director, members of the Board of Trustees and others determined and designated by the Executive Director and members of the Board of Trustees, review, maintain and sustain and as appropriate and approved establish the accounting records for the FBCC CDC using the QuickBooks Online applications. Reconcile all accounts as needed. Interface with outside accounting experts such as tax CPA, auditors, and QuickBooks Certified ProAdvisor consultants. Assist and advise the Executive Director in running and customizing reports that provide business analysis and results. Perform banking functions as required.

### **DUTIES AND RESPONSIBILITIES**

- Review and evaluate system as it is currently formatted, utilized and maintained making any and all recommendations related to increased effectiveness and efficiency.
  - Create and maintain QuickBooks Online company data. Understand the account and company setup steps and maintain a general knowledge of the major areas of the QuickBooks Online application.
  - Create and maintain QuickBooks Online users, and set and maintain the appropriate access levels.
  - Create and maintain vendor records, including contact information, payment terms, and any other information required.
  - Create and maintain customer records including contact, delivery and payment information.
- Export periodic backups of the QuickBooks Online company data.
- Customize the company invoice form and other forms, such as sales receipts and estimates (Plus only) as needed.

### **Transactions**

- Write checks in QuickBooks Online.
- Invoice customers. Upon approval, distribute invoices to customers via email or mail.
- Manage bills received from vendors (Plus only).
- Create and maintain time tracking records, if applicable. (Plus only)
- Prepare estimates if requested. (Plus only)
- If estimates are used, match invoices to estimates. If time tracking is used, tie to invoicing. (Plus only)
- Record bank transactions as needed. Download bank transactions into bank accounts (Plus only).
- Prepare or monitor the preparation of payroll.
- Make journal entries as directed.

### **Reporting and Reconciliation**

- Track the cash balance and alert owner or manager with regular cash flow reports.
- Customize and memorize reports for the owner, outside accounting experts, government agencies, outside payroll services, and other interested parties. These reports include account balances, profit and loss figures, and transactional reports.
- Reconcile bank accounts and perform account analysis on assets and liability accounts. (Note: this duty should be segregated from the employee who receives the checks and goes to the bank.)
- Prepare 1099s for application vendors. (Plus only)
- Make (or ensure they're made) payroll tax deposits, and create and file (or ensure it's done) payroll tax reports.
- Create and file sales tax reports.

### **Interfaces and Miscellaneous**

- Make bank deposits, order checks, verify bank drafts and charges, and resolve bank errors.
- Work with CPA and QuickBooks Certified ProAdvisor consultant as requested.
- Answer questions from vendors, employees, and customers about their bills, paychecks, and invoices.
- Understand the capabilities of each level of QuickBooks Online including Free, Basic, and Plus.
- Understand the add-ons that work with QuickBooks Online, such as payroll, credit cards, and online banking. Be knowledgeable about what's available.
- Stay briefed on Intuit updates and news that affect the QuickBooks Online application and accounting rules and requirements.
- Perform miscellaneous job-related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Excellent knowledge of computers and the Internet. Work fluently with Microsoft Office, email, browsers, Windows operating systems, and PCs.
- Ability and knack for working with numerical data. Attention to detail. Accurate.
- Solid understanding of the three levels of QuickBooks Online application: Free, Basic, and Plus.
- Knowledge of double-entry bookkeeping is preferred but not required.
- Knowledge of business and accounting terms such as profit, ROI, assets, liabilities, etc.
- Ability to effectively manage time, meet deadlines, and work under pressure.
- Ability to work independently and as a member of a team.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of general office procedures, such as copying, faxing, filing, and shredding.
- Innovative and creative in the form of continuous improvement to internal processes.
- Flexible and adaptable to change.

### **EDUCATION**

Two-year community college business degree with bookkeeping or accounting courses preferred.