TAMBA Bookkeeper

**Position Description**

The bookkeeper’s duties and responsibilities include posting transactions for all accounts, maintaining the general ledger, reconciling accounts and preparing financial reports. The bookkeeper will communicate via phone and email with the Treasurer, and other TAMBA board members as needed to ensure duties are completed accurately and in a timely manner.

**Bookkeeper Job Duties:**

* Post transactions for all accounts; Click and Pledge deposits for the checking account, all PayPal and Payroll transactions.
* Apply employee time to project classes as needed
* Maintain and update a chart of accounts.
* Balance accounts by reconciling entries monthly.
* Maintain and balance the general ledger
* Work with the Treasurer to prepare monthly financial reports by collecting, analyzing, and summarizing account information and trends.
* Abide by FASB guidelines.
* Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports.
* Contribute to team effort by accomplishing related results, as needed.