

Imperial County Farm Bureau

Bookkeeper

Job Description

REPORTS TO: Executive Director and Treasurer

HOURS: 15 - 20 Hours per Week

CLASSIFICATION: Hourly, Part Time

DUTIES:

- Thoroughly review all bills, invoices, employee time sheets, receipts, checks, and deposits and bring any items in need of attention or out of the ordinary to the Executive Director.
- Ensure that all bills are paid in a timely manner
- Prepare payroll for employees the 15th and 30th of each month
- Prepare payroll taxes as well as federal and state reports monthly and quarterly
- Reconcile bank statements
- Prepare and send invoices
- Deposit checks received into bank accounts weekly
- Generate transfer requests as needed
- Keep up with all necessary taxes and give all reports to the accountant on time
- Bookkeeping duties for all accounts including TMDL and Scholarship Accounts
- Provide Executive Director and Treasurer with Profit & Loss statements and Balance Sheets as well as a summary of all account balances by the 15th of each month, prior to the Executive Committee Meeting
- Be prepared to answer financial questions from ICFB Board of Directors as needed
- Work closely with Finance Committee to establish annual ICFB budget
- Answer telephone and assist visitors as needed
- Assist with HR documentation and compliance
- Assist co-workers as needed with special projects such as special events, newsletter assembly, etc.
- All other duties as assigned by Executive Director

QUALIFICATIONS:

- 1-3+ years relevant experience working in accounting and/or bookkeeping
- 1-3+ years experience using QuickBooks and Microsoft Excel
- Strong verbal and written communication skills
- High degree of accuracy and attention to detail