

**CGCC JOB DESCRIPTION  
SENIOR BOOKKEEPER**

**PURPOSE**

To provide timely and accurate financial information and analysis to management and to ensure fiscal responsibility in operations of Cape George Colony Club (the Club). Under the general supervision of the Club Manager and in consultation with the Treasurer, with oversight by the Finance Committee, the Senior Bookkeeper handles the ongoing weekly, monthly, quarterly and annual financial needs of the community.

**DUTIES**

The Senior Bookkeeper, using the TOPS accounting system and Excel, is directly responsible for financial reporting, schedule preparation, account reconciliation, ledger maintenance and various tax submissions of the Club.

1. Prepare monthly bank reconciliations for review by the Finance Committee.
2. Verify invoices for correctness and coding. Check Board of Trustees minutes for approved expenditures and levels.
3. Ensure expenditures from Reserve funds are properly segregated from those of operating funds. Post necessary computer and reporting adjustments for reserve transfers, ensuring appropriate authorization by the Board of Trustees. Verify that transfers have occurred through review of investment statements.
4. Post necessary month-end adjustments including allocations, transfers, accruals, decrements and interest. Investigate, correct and document, in a timely manner any variances, discrepancies and/or differences.
5. Prepare monthly financial statements, in the timeline prescribed, for review with Manager, Office Assistant, Treasurer and Finance Committee prior to distribution to the Board of Trustees.
6. Prepare written explanation of monthly financial activity in the form of an Executive Summary to accompany financial statements.
7. Prepare monthly recap of financial status for the Treasurer's formal report to the membership.
8. Prepare and submit quarterly State of Washington Dept. of Revenue reports as well as any other required Federal or State tax filings. Federal income tax returns prepared by external auditor.
9. Review and prepare 1099's and 1096's as needed and required.
10. Maintain CGCC's Excel depreciation schedule ensuring that assets are properly entered and removed and that schedules are reconciled to the general ledger.

## **RULES AND REGULATIONS – PERSONNEL**

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11. Work with the Manager as needed to maintain the Club's computerized reserve schedules.
12. Prepare for year-end audit by preparing required schedules, reconciliations, etc. Working with the Finance Committee, ensure the books and records are ready for audit in the timeframe prescribed. Post year-end adjustments like depreciation, bad debts, etc. prior to soft closing.
13. Post year-end adjustments as provided by auditor and final close the fiscal year after completion of the audit.
14. Work with the Manager in preparation of annual budget.
15. Recommend improvements to financial process and practices.
16. Other financial duties as necessary to ensure the integrity of the general ledger and the production of timely, accurate financial statements and reports.
17. The Senior Bookkeeper also assists responsible for the ongoing maintenance of the Club's TOPS system; the maintenance of computerized and/or hard-copy documents, membership and other related files, and all other documentation necessary to ensure quality accounting records.
18. Within reasonable parameters, hours are flexible and should range between 20 and 25 hours per month with weekly variation due to work load. It should be recognized that a large part of the responsibilities revolve around month end financials that are prepared for the monthly board meeting which takes place on the Thursday following the 2<sup>nd</sup> Tuesday of the month.

### **MINIMUM REQUIREMENTS**

- Post High School technical training in Accounting & Bookkeeping areas with Associate degree highly desired. Documented experience and/or certification (AIPB or CPA) may be substituted.
- At least three years of prior bookkeeping/accounting experience required with at least two of those years using computerized accounting systems.
- Strong organizational skills and outstanding attention to detail.
- Experience with double entry bookkeeping a plus.
- Proven ability to maintain confidentiality.
- Good written and verbal communication skills as well as the ability to communicate effectively and professionally with others, internal and external to the organization.

Approved at Board of Trustees Meeting dated: October 10, 2013

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Richard Hilfer, President

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Carol Wood, Secretary