

Date: October 1, 2011
Topic: gbw job descriptions

Guild of Bookworkers
Job Description – Bookkeeper

Responsibilities:

Deposit and post to general ledger accounts all monies received by the Guild and regional chapters.

Process all payments approved by Treasurer in a timely manner.

Maintain orderly records of cash receipts and disbursements using Quickbooks software.

Reconcile all bank accounts on a monthly basis, resolve any conflicts discovered in a timely manner.

Prepare year-end reports to executive committee and membership at large via PDF attachment to Secretary and posting to web server.

Prepare bi-annual financial activity reports for each chapter. Oversee their upload to the GBW board website.

Prepare, file and mail 1099's in accordance with IRS regulations.

Prepare IRS 990 returns for each fiscal year.

Back-up and archive financial records on a regular basis.

Invoice and track purchases from Guild as needed (primarily advertising in newsletter and journal).

Oversee physical management of all inventory and publications (with the exception of DVD orders which are published on demand and thus don't have a physical inventory), particularly as needed for processing orders.

Act as registrar for annual Standards conference.

Guild of Bookworkers
Job Description – Treasurer

Official Description:

The Treasurer shall keep a record of the Guild's finances and shall have authority to approve bills for payment. The Treasurer shall oversee maintenance of any checking and savings accounts of the Guild and, with the President, have signing authority thereon. The Treasurer shall prepare a national budget at the beginning of each fiscal year, oversee preparation of periodic financial statements during the course of the year, and submit a year-end report on the financial condition of the Guild. The treasurer shall maintain current budgets for each chapter and oversee receipts and disbursements for individual chapters.

Normal Responsibilities:

Attend executive committee meetings; participate in decision making/discussion on executive committee listserv.

Keep record of Guild's finances, including those of all regional chapters.

Review and approve bills for payment; turn over to bookkeeper.

Govern maintenance of Guild's cash and investment accounts.

Gather data from executive committee and regional chapters for use in preparing annual budget.

Distribute to executive committee proposed budget during final quarter of each fiscal year for following fiscal year.

Review and file IRS 990 returns for each fiscal year.

Oversee compliance with IRS regulations with regard to independent contractors.

Oversee all bookkeeping tasks.

Oversee back-up and archive of records on a regular basis.

Oversee preparation and distribution of year-end reports to executive committee and membership at large.

Committee Responsibilities:

By default the Treasurer is on any committee that has any financial authority or link to financial activity.

Delegated Responsibilities:

No treasurer responsibilities are delegated to other volunteers.

Contract Responsibilities:

All bookkeeping tasks are contracted to a bookkeeper (independent contractor)**

Budget Responsibilities:

The treasurer builds, monitors and manages the budget for the organization, and monitors regional chapter budgets.

Reporting Responsibilities:

Prepare and distribute year-end reports to executive committee and membership at large.
Prepare and distribute bi-annual financial activity reports to regional chapter treasurers.

**see accompanying job description for bookkeeper.