

City of Fairfax Band Association, Inc.
Financial Position Descriptions

Accountant Advisor

The Accountant Advisor will assist the Treasurer by providing accounting oversight to the Association's financial management activities. This is to ensure that Generally Acceptable Accounting Standards are met. Specific duties are as follows:

1. Accounting System. Ensure the Association's accounting system meets and is operated in accordance with Generally Acceptable Accounting Standards.
2. Bank Reconciliations: As an internal control, perform the monthly reconciliation of the Association's bank accounts.
3. Journal Entries: Prepare the annual journal entries in order to complete the end-of-year financial report.
4. Tax Returns: Complete the Association's annual tax return.