

City of Fairfax Band Association, Inc.
Financial Position Descriptions

Bookkeeper

The Bookkeeper maintains all financial records of the Association. The Bookkeeper functions under the control and technical direction of the Treasurer and supports the Chairman of the Board of Directors and the President. Specific duties are as follows:

1. **Accounts Payable:** Verify all invoices have been properly authorized and approved. Prepare checks or on-line payments for signature or approval. After checks are signed, distribute or mail to the vendors and file invoices and check requests by account numbers. Maintain 1099 records and issue 1099 forms.
2. **Cash Receipts:** Enter deposit information by account number into the automated accounting system. Report the allocation of collections to the Treasurer. Make all deposits to the Association's accounts.
3. **General Ledger:** Maintain the chart of accounts and month end and fiscal year accounting for the Association.
4. **Bank Accounts:** Maintain the Association bank accounts. Provide information to the Treasurer on the balances in asset accounts and provide guidance in transferring funds as necessary to meet Association cash requirements.
5. **Reporting:** Prepare reports for the Treasurer and aid in reports to the Board of Directors. Advise Program Managers, Committee heads and ensemble leaders of the status of their year to date expenditures in relation to their established budgets. Assist in developing the financial data for the annual tax return, for grant applications and for any other financial reporting requirements.
6. **Audits:** Represent the Association during audits and answer any questions assigned auditors may have.
7. **Sales Tax:** File and pay periodic sales taxes as required.
8. **Receipts for Donations:** Process appropriate acknowledgement letters for donations to the Association.
9. **Payroll:** Post payroll transactions to the General Ledger based on the reports received from Paypal for each payroll.