



## Darien Community Association JOB DESCRIPTION

**JOB TITLE:** Bookkeeper

**REPORTS TO:** Executive Director. Works closely with the Board Finance Committee

**STATUS:** Part-time September-June; reduced working hours during July and August

**HOURLY RATE:** \$25-28 based on skills and experience

### **BACKGROUND**

The DCA enriches the community in a welcoming, historic setting in four distinct ways:

1. **Activities:** A wide range of programs, classes, events and groups.
2. **Philanthropy:** The largest provider of college scholarships to Darien High School graduates. The four-acre DCA Bird Sanctuary and Nature Trail, a significant contribution to open space in Darien, is available for the public to enjoy.
3. **DCA Thrift Shop:** The shop provides a much-needed community service and is staffed by enthusiastic volunteers under the supervision of a paid manager.
4. **Beautiful Venue:** The historic home and garden is rented for private or corporate events.

### **PRIMARY OBJECTIVE**

Oversee the DCA's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Finance data is held within QuickBooks and used to produce balance sheets, profit/loss statements and other reports for payroll and budgeting/forecasting. Excel is used for financial reports.

### **RESPONSIBILITIES**

Payments:

- Process invoices and issue payments, record all expenses to QuickBooks.
- Process staff expenses, following appropriate approval for reimbursement.
- Issue refunds for cancelled programs.

Receipts:

- Make bank deposits and record all such deposits in QuickBooks accounting system.
- Reconcile daily Thrift Shop deposits with Manager; file monthly sales tax report.
- Record deferred revenues from membership, catered events and other activities and maintain the recognition of revenue through communication with activity and program leaders.

#### Payroll:

- Run bi-monthly DCA payroll through ADP (6 employees); make required journal entries in QuickBooks.
- Issue onboarding paperwork for new hires including Form W-4 and input tax preferences in payroll system.

#### Budget:

- Collaborate with DCA Board on annual budget process including forecasts for all revenue and expense items.
- Input approved budget line items into accounting software system.

#### Reporting:

- Prepare monthly financial statements and board reporting documents.
- Assist Finance Committee in analysis of budget variances.
- Perform monthly bank reconciliations on checking and money market accounts.
- Provide comparative reports of revenues and expenses for annual program meetings.
- Complete ad hoc projects regarding analysis of payroll, expenses, etc.

#### Year End:

- Prepare journal entries to close books.
- Communicate with and provide requested reports and documentation to outside auditor.
- Issue 1099's for outside contractors.

### **QUALIFICATIONS**

- Demonstrable bookkeeping experience.
- Proficiency with QuickBooks and Excel.
- Computer expertise.
- Knowledge of payroll and tax systems preferred.
- Strong organizational skills and attention to detail.
- Degree of professionalism and confidentiality.
- Ability to take direction and work with a team.
- Ability to offer improvements to existing processes and procedures.

### **EQUAL OPPORTUNITY EMPLOYER**

The DCA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

### **TO APPLY**

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to [careers@dariendca.org](mailto:careers@dariendca.org). Resumes will be accepted until the position is filled.

Please visit [dariendca.org](http://dariendca.org) to learn more about The Darien Community Association.