

## **WOODLAWN COUNTRY CLUB – BOOKKEEPER POSITION**

This is a part time job with approximately 40 work hours per month and a starting salary of \$500/month.

Duties include:

- Provide accounting and clerical support to the Board of Trustees, Board of Managers and Club Manager
- Enter daily data of financial transactions in QuickBooks
- Type, prepare and maintain accounting documents, reports and records through QuickBooks, Word and Excel
- Prepare bank deposits, accounts payables and accounts receivables statements
- Payroll and applicable tax filing
- Reconcile accounts in a timely manner
- Provide assistance and support to staff; includes but not limited to the purchase of office supplies, writing checks for COD items and research of materials
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on all requested transactions
- Function in accordance with established standards, procedures and applicable laws
- Monitor club email for electronic invoices and inquiries to forward to manager or board member

Please send your resume to [woodlawncub@gmail.com](mailto:woodlawncub@gmail.com)

Deadline for resume is March 31, 2019.