

## **GSSB Job Opening: Part-time Bookkeeper**

May 14, 2018

### **Position overview**

The bookkeeper serves the German Saturday School Boston (GSSB) organization and membership by accurately creating, maintaining, and reporting on the financial activity and performance of the organization, participating in financial planning and budgeting processes, and ensuring timely organizational compliance with required payments and reporting for taxes, insurance policies, and maintenance of tax exempt status. The position reports directly to the GSSB Treasurer and communicates/collaborates regularly with key staff, committee heads, and organizational vendors and contractors.

This position is an employee position. Compensation is hourly. The rate is dependent on experience and qualifications. Work effort for deliverables is estimated at around 200 hours per year.

### **About the organization**

Founded in 1874 by the Boylston Schul-Verein (BSV), the German Saturday School Boston (GSSB) is dedicated to teaching the German language to children ages 4 through 17. The school strives to immerse students from diverse ethnic and linguistic backgrounds in the cultures of German speaking countries, thereby fostering their appreciation of global citizenship. Children are taught on Saturday mornings from September to May at the Diamond Middle School (DMS) in Lexington, MA.

### **Key Responsibilities and Activities**

The role of the bookkeeper is a year-round role, punctuated by spikes of intense activity and a predictable pattern of work. The heaviest concentration of bookkeeping activity is during the school year September – May, with a spike in January – February during the budget planning process leading up to registration of students in March. The projected estimate of work hours for the position is about 200 hours per year.

The Bookkeeper is required to attend ca. 2 committee meetings on Saturday mornings during the budgeting season (January – February). Approximately 60 hours of the 200 hours total will be scheduled as work hours during those two months. The remainder of time is devoted to the bookkeeping maintenance and reporting, communications and collaboration, and other tasks as assigned by the School Committee or Treasurer.

### **General Responsibilities**

- Using QuickBooks, the Bookkeeper is responsible for maintaining the financial books of GSSB in a timely, complete, and factual manner, including accounts payable, accounts receivable, depreciation, and few capital assets.
- The Bookkeeper is responsible for producing, recording, tracking, storing, and managing the calendar of all GSSB reporting requirements and plays a key role in preparing and assisting with the preparation (with the support of external accountant assistance) including government filings, insurance policy renewals and payments, and monthly financial statements for the School Committee.
- The Bookkeeper works closely with the Registrar/registration function of GSSB to ensure a smooth interface between the two systems.

### **Specific Responsibilities**

- Maintaining GSSB's checking account, savings, and certificates of deposit; tracking any due dates and deadlines related to these accounts, entering all information into various accounts, reconciling all accounts, and preparing monthly statements for School Committee.
- Review and oversight of any contracts to vendor, both individual contractors and organizations; ensuring contracts are timely and fully executed, tracking of due dates for payments to vendors and verification that work /services has been completed.
- Supporting external accountant with filing of taxes, internal audits and renewal of all insurance policies and premiums due as directed by the Treasurer.
- Timely deposit and recording of all revenue received from registrants, donors, and any GSSB related revenue generation.
- Timely issuance of checks and payment for services provided under agreements and purchase orders to individuals, vendors, and organizations as well as issuing monthly reimbursement payments to teachers (approximately 500-600 checks issued per year). This also includes investigating any payment discrepancies and stale checks.
- Reconciliation of registration database transactions in collaboration with Registrar. See above
- Monitoring of expenses to ensure that they are within budget.
- Working with the registrar tracking registration income and comparing it to projections.
- Reconciling the books with bank records and registration database.
- Produce monthly P&L, income statement, and balance sheet and submit to School Committee monthly.
- Annually, review financials for fiscal year and establish framework for budget projections for following year.
- Assist the Board & Treasurer with the annual budget for the organization.

### **Essential requirements for the position**

- Proficient level QuickBooks online and Excel skills.
- Moderate level knowledge of database management, developing queries and reports.
- Superior organizational skills and ability to think and work independently as well as collaboratively.

- Must have resources to utilize home office (phone, computer, and printer), internet access.
- Working knowledge of German preferred.