



THERAPEUTIC RIDING INSTITUTE, INC.
JOB DESCRIPTION
2017

POSITION:	Bookkeeper
REPORTS TO:	Executive Director
EXEMPT:	Part Time or Contracted (10 hours a week)
SALARY RANGE:	\$14.00 hour

SUMMARY: Supports the Mission, Values and Service Standards of Therapeutic Riding Institute, Inc.. Responsible for the accounting, payroll/associated personnel, business management. Works directly with the Executive Director, Development Director, and Finance Committee to assure adequate business and information systems and procedures are in place.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Business Administration

- Assure all insurance requirements are met. Manage annual review of the insurance coverage process and work with the Executive Director on final approval of renewal. Initiate claims with the insurance company. Work with the adjuster and contractors in the satisfactory completion of claims. Obtain and maintain Certificates of Insurance.
- Presents all requests for scholarship to the Finance Committee for approval. Maintains complete file of scholarships given and restricted scholarship funds balance.
- Maintain complete file of official corporate documents.

Personnel, Payroll and 403B

- Gather, review and prepare all bi-weekly time sheets. Process the payroll. Receive the completed payroll, print all reports and pay vouchers. Prepare and make payroll journal entries. Distribute pay vouchers to employees. Maintain bi-weekly and yearly payroll record files.
- Gather and process all new employee paperwork.
- Maintain and update all employee files and records with the required information.
- Work with the employees on completing the paperwork necessary for all renewals or changes. Submit all paperwork to the various entities in a timely manner for processing for the new year. Process new employee's paperwork for all benefits and programs available to them.
- Complete the year-end W-2 processing. Prepare 1099's for all non-employees receiving \$600 or more in compensation.

Database Management and Reporting

- Maintain a working knowledge of the QuickBooks database system. Produce reports from the Quickbooks data base for the various departments as needed.

Financial Management and Reporting

- Perform accounting duties according to Internal Revenue Service, Ohio Department of Revenue, GAAP (Generally Accepted Accounting Principles) and the rules and regulations for 501(c) 3 charitable organizations. This includes but is not limited to investments, fixed asset acquisition/disposition, operating and capital budgets, restricted funds, donations, cash management and all other functions that are necessary to maintain complete financial statements.
- Prepare monthly financial statements and all related reports for review by the Executive Director, Leadership staff and Finance Committee. Distribute final reports as directed. Work with the

Executive Directors and key staff on monthly and year-to-date review and analysis of budget variance.

- Work with the Executive Directors to complete individual and combined final budget for presentation to the Finance Committee for initial approval and to the Board for final approval. In conjunction with the staff determine monthly income and expenses for budget and implement the planned budget figures in QuickBooks.
- Work with the Executive Director and Finance Committee to review and adjust the Chart of Accounts each year.
- Work with our CPA firm in facilitating the annual financial statement and review and the Federal and State tax filings. Prepare review related letters, reports and records as requested by the review firm.
- Maintain fixed asset records. Work with the Executive Directors on all capital budget items. Maintain an Excel spreadsheet on all acquisitions and dispositions.
- Attend Finance Committee meetings. Work with the Executive Director and Finance Committee Chair on all reports and information needed for the meetings.
- Facilitate reconciliation of monthly financial statements and the statistical and financial figures produced by Operations and Development.
- Optimize cash flow through the proper managing of the accounts payable process. Code and input all invoices. Produce checks from the appropriate checking accounts for signature and weekly mailing.
- Prepare all deposits and input all receipts of cash. Work with the Development Director to assure that the funds are coded and recorded correctly.
- Maintain the predetermined balance in the operating checking account. Advise Executive Director if additional funds are needed or excess funds can be transferred.

Education and/or Experience

- High School Diploma or equivalent; some post-secondary office skills training preferred.
- Minimum of two years related work experience.
- Excellent organizational skills, attention to detail.
- Computer proficiency including Microsoft Office and computer databases.
- Data entry and key boarding proficiencies.
- Excellent interpersonal skills with an ability to relate to persons of diverse backgrounds.
- Dependable, excellent judgment and ability to handle confidential information.
- Demonstrated ability to operate in a flexible, team oriented environment.
- Experience in payroll processing
- Previous experience in database management and data input.
- Working familiarity with networked computer systems.
- Previous experience with QuickBooks (or similar) accounting software and report writing preferred.
- Minimum of 4 years experience in an accounting / financial management or other related area. Experience with nonprofit accounting and post high school degree preferred.

Language –

- Ability to read, analyze and interpret general and complex business instructions and documents.
- Ability to interpret common financial reports and legal documents.
- Ability to respond effectively to the most sensitive inquires or complaints.
- Ability to write business correspondence.
- Ability to effectively present information to top management, public groups and or boards of directors.

Mathematical

- Ability to calculate figures and amounts such as percentages.

Reasoning

- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to work independently, make decisions, plan and implement projects.
- Ability to interpret technical instructions.

Physical Demands –

- While performing the duties of this job, the employee is regularly required to use hands to finger and handle objects, tools or controls.
- The employee must be able to talk, hear and see.
- The employee must occasionally lift and or move up to 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above job description. I understand and agree to carry out the assignments listed therein:

Employee Signature

Date

Supervisor Signature

Date