

Position Objective and Responsibilities

Job Title: Bookkeeper

Reports To: _____ in the
_____ department.

Position Objective

The bookkeeper will keep a complete, accurate, and systematic set of records for all financial transactions carried out by the cooperative in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The bookkeeper's responsibilities involve recordkeeping, office operations, communications, and other duties as assigned by management.

The bookkeeper will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Recordkeeping

Recordkeeping involves preparing accounts receivable, accounts payable, and payroll; and maintaining patron stock records, the general ledger, and office records.

Prepare Accounts Receivable

1. Prepare accounts receivable and send out monthly statements no later than the _____ of each month
2. Prepare accounts receivable aging report monthly for the board
3. Post accounts receivable daily

Prepare Accounts Payable

1. Set up invoices and statements for payment according to the due date
2. Verify all extensions and additions on invoices and statements
3. Watch for and take advantage of discount dates
4. Prepare company checks and enter in the journal
5. Present checks to _____ when due for payment

Prepare Payroll

1. Prepare all payroll checks and government reports on time

Maintain Patron Stock Records

1. Keep the ledger current and accurate
2. Prepare estate redemption requests for payment

Maintain General Ledger

1. Prepare, balance, and post daily reports
2. Post journal totals to the general ledger and run a trial balance
3. Verify that accounts receivable, stock records, and all other subsidiary ledgers balance with the general ledger

Maintain Office Records

1. Reconcile cash receipts and prepare the bank deposit daily
2. Maintain an accurate record of all product sales and purchases
3. Maintain an accurate record of all cash and credit transactions
4. Maintain accurate perpetual inventory records and assist in pricing and extending inventories
5. Prepare and submit an accurate operating report by the due date

Office Operations

“Office Operations” involves performing the office tasks necessary to maintain efficiency.

1. Maintain sufficient inventories of sales tickets and office supplies
2. Maintain office equipment and keep work area neat and clean
3. Update office and bookkeeping procedures to achieve maximum efficiency
4. Maintain daily a proper filing system of all patron purchases

Other Duties

The bookkeeper will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative’s credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative’s credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current