

## Bookkeeper Job Description

Job Title: Bookkeeper

Classification: Part-time

Supervisor: Osceola County Education Association President

Location: Osceola Service Unit

### Duties and Responsibilities:

1. Input budget information into QuickBooks.
2. Reconcile bank account and bank statements monthly.
3. Enter detailed information into correct QuickBooks line items monthly for all transactions.
4. By the 15<sup>th</sup> of each month provide to the President and Treasurer:
  - Bank Reconciliation Statements to the President and Treasurer;
  - Balance Sheet with the previous year comparison for the previous month;
  - Profit and Loss with the previous year comparison.
  - Adopted Budget vs the Actual Budget to include the year-to-date comparisons;
  - General Ledger Detail Year to Date.
5. Prepare checks for payment bimonthly.
6. Work with OCEA staff and CPA to prepare for the yearly financial audit.

### Preferred Qualifications:

1. Commitment to OCEA's mission to support Osceola educators;
2. Proficiency in QuickBooks and/or an accounting background;
3. Willingness to work flexibly with a team in a changing environment.

### **To Apply:**

Interested applicants are to email the following information to [Janet.Moody@floridaea.org](mailto:Janet.Moody@floridaea.org)

- Letter of interest and resume to include experience related to the above stated qualifications and responsibilities