

## Finance Committee Job Description of Bookkeeper

Bookkeeper (revised 2/5/2025)

The Bookkeeper takes day-to-day responsibility for the meeting's financial transactions and record-keeping. The Bookkeeper:

- pays all bills, after judging them to be reasonable
- makes all donations designated by the meeting
- reimburses all expenses approved by the meeting and made by an individual from her or his personal funds
- records all of the meeting's income, expenses, and account balances in a suitable accounting system
- balances our accounts
- serves as our contact with contractors, donors, financial institutions, government agencies, etc. as regards payments, receipts, and financial matters; and
- prepares written financial reports, typically monthly, for presentation to the meeting for worship with concern for business by a member of the Finance Committee. These reports provide a quantitative summary of the financial status of the meeting.

The Finance Committee will choose someone to collect bills, donations, and financial notices weekly from the meetinghouse and to make deposits to our local financial institution. The Bookkeeper meets with and provides information to the Finance Committee as needed to inform the drafting of the annual budget, to develop recommendations to the meeting regarding fundraising, investments, and financial practices, and to receive the committee's guidance and support in performing other aspects of the Bookkeeper's role. The Bookkeeper will cooperate fully in any examination of the financial records of the meeting as called for by the meeting for worship with concern for business.

The Bookkeeper will maintain a detailed list of tasks involved in managing the meeting's financial affairs and will present the current list to her or his successor.