



The Milwaukee Choristers, Inc.
Staff Accountant Job Description

General Description

The Staff Accountant (or contracted bookkeeping service), under the direction of the appointed Board Treasurer, is responsible for all accurate and timely bookkeeping tasks, data entry, and report generation, and working closely with the Fundraising Committee, the Administrative Coordinator, and Board Directors to ensure timely and accurate financial management across the organization. Depending upon the skills and knowledge of the individual or firm in this position, additional duties may include supporting the Treasurer in maintaining tax and regulatory compliance for the organization.

Term

One year, renewable. Fiscal year is August 1 to July 31.

Reports to

Treasurer, Board of Directors

Time Commitment

Varies monthly (higher during concert cycles), but typical range is 5 - 8 hours per month, including attendance at Board meetings when requested (virtual option available)

DUTIES AND RESPONSIBILITIES

- Deposit all funds collected and presented by various committee heads
- Deposit checks received by mail, when applicable
- Generate paychecks (preferably electronic funds transfer) for employees and contractors according to their contracts.
- Deposit withheld and accrued employment taxes as required, according to the established tax payment schedule.
- Make payments of all invoices received
- Make payments for reimbursement requests from chorus members
- Download images of checks from bank account to record mailed & in-person donations
- Record all financial activity in QuickBooks accounting software
- Make any other necessary adjusting journal entries in QuickBooks
- Download electronic copies of all bank and investment account statements as soon as available, and reconcile balances to those in QuickBooks.
- Monitor the Stripe (concert tickets & associated donations) and PayPal (donations) accounts for activity
- Generate and forward to the Board Treasurer monthly financial reports for Board meetings
- Generate financial reports requested by the Fundraising Committee as needed for grant applications and reports
- Other duties as assigned by the Board Treasurer