

SASFAA BOOKKEEPER JOB DESCRIPTION

April 6, 2021

Reporting to the SASFAA Board of Directors, with the SASFAA Treasurer serving as the conduit for doing so, the primary responsibilities of the Bookkeeper include:

- (1) establishes and maintains financial accounts while receiving and disbursing monies of the Association;
- (2) establishes and maintains an address used by the association for official business and correspondence;
- (3) maintains adequate and appropriate records of receipts and expenditures;
- (4) pays qualified bills of the Association within thirty (30) days;
- (5) pays qualified reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and exhibitor or payments;
- (6) maintains information for any speakers who are paid honoraria, as this information must be provided to the accountant so that a Form 1099 can be prepared for each individual;
- (7) collects payments (income) from vendors, members, or any other entity providing a payment to the association;
- (8) deposits cash and check payments (income) received into the appropriate SASFAA bank account;
- (9) makes payments on behalf of the Association that are within the approved SASFAA Budget and/or approved by the SASFAA Board of Directors;
- (10) pays reimbursement requests that are within the approved SASFAA Budget and/or outlined in the SASFAA reimbursement policies (reference P&P section for associated policies);
- (11) Maintains up-to-date realized gains and losses of investments in the associations accounting system
- (12) maintains records of all income and paid expenses/reimbursements, including, but not limited to:
 - a. Reimbursement forms
 - b. Receipts
 - c. Realized investment gains and losses
 - d. Deposit confirmations;
- (13) reconciles monthly bank statements with association records and provides information to the SASFAA Treasurer within specified timeframe (reference P&P section for associated policies);
- (14) provides records to the Budget & Finance Committee for scheduled reviews during the year;
- (15) reconciles and pays SASFAA credit card statements as well as identifies any unqualified expenses and reports such to the President, Treasurer, and Budget & Finance Chair.
- (16) develop and maintains procedure manual;
- (17) willingness to work harmoniously with the SASFAA Treasurer and Budget & Finance Char to ensure transparency, accuracy, and integrity of association records;

- (18) maintains thorough understanding of SASFAA's Guide to Financial Management (GFM) and Policy & Procedure manual as it relates to qualified expenses/ payments, timely processing and general accounting integrity.
- (19) complies with all SASFAA record retention requirements, and for maintaining appropriate back up documentation to facilitate recovery of records in the event of an unforeseen circumstance, such as a natural disaster, computer failure, or other yet to be identified situation.