

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u> Guild Accountant	PDE No.: 16 Revision: 2 Date Adopted: Aug 13, 2012 Resolution: 2012-33
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General Responsibilities:

The Guild Accountant is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for accounting, reporting and analysis of the financial activity and resources of the Guild and for tracking the value of Guild assets

Authorization:

The Guild Accountant is appointed by the Greenville Woodworkers Guild, Inc. Board of Directors (the "Board"), is an Officer of the Guild and serves at the pleasure of the Board. He/she is a member of the Board of Directors and operationally reports to the President. He/she is bound by the Bylaws of the Guild and by the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Guild Accountant may appoint such assistants as may be necessary to assist with the duties of the Guild Accountant. Any such assistants serve at the pleasure of the Guild Accountant.

Qualifications:

- Knowledge and experience related to basic accounting/bookkeeping concepts and procedures.
- Knowledge and experience related to computer accounting software package(s).
- Knowledge and experience related to computer office software packages with a word processing and spreadsheet processing capability, such as Microsoft Word and Excel.
- Access to computer equipment necessary to utilize the above types of software packages.

Specific Duties and Responsibilities:

- Establish, maintain and publish a Chart-of-Accounts appropriate to the requirements of the Guild.
- Select and acquire computer accounting software appropriate to the requirements of the Guild.
- Coordinate with the Treasurer to provide for sharing of the necessary paper and/or computer records required for accounting activities.
- Update computer accounting records to reflect all Guild financial activity and asset values.
- Reconcile computer accounting records to monthly bank statements.
- Work with the Board to establish agreed upon financial reports.
- Prepare monthly financial reports and analysis and submit them to the Board and operating personnel.
- Prepare and complete the annual Guild tax return and other related documents.
- Maintain a Guild Accounting Manual that documents the procedures used to perform all accounting activities.
- Perform all the duties incidental to the office of Guild Account and such other duties assigned to such office by the President or the Board of Directors.