

Part-time District Accounting Assistant

Updated May 27, 2021

Job Summary

Performs accounting transactions and specialized tasks associated with accounting functions, including payroll, maintaining accounts in accordance with accepted accounting procedures, and performs other related duties of the office of District 6110 as necessary and assigned.

1. Updates and maintains accounting records: accounts payable, accounts receivable, payroll, profit and loss statements and general ledger. Performs monthly review of general ledger accounts for accuracy.
2. Posts approved vendor invoices to accounts payable and prepares checks for payment and mailing.
3. Prepares annually Form 940 (FUTA), W-2s and 1099s
4. **Payroll**
 - a. Prepares semi-monthly payrolls for District employees and monthly payroll for Youth Exchange employee.
 - b. Makes timely deposits of federal and state payroll taxes utilizing EFPTS and OKTap.
 - c. Prepares and files quarterly federal and state payroll tax reports.
5. Copy any payments received for District Administrator then give items to DA to make deposit. Checks and balances should be maintained with this change.
6. Posts deposits to bank accounts, crediting accounts receivable and/or other designated income accounts.
7. Reconciles monthly bank accounts: Operating Account, Youth Exchange, District Grant and Foundation.
8. Reconciles monthly Fidelity Investments statement, recording earned interest and/or other changes in value.
9. Invoice clubs for semi-annual District dues and monitors receipt of payment.
10. **Expense updates for District Governor, Governor Elect, and District Governor Nominee**



- a. Work closely with DG, DGE, and DGN to ensure time reporting to RI.
- b. Receive and review all expense reports from DG, DGE, and DGN ensure figures are correct and receipts are provided as directed by RI.
- c. Provide DG, DGE, and DGN with their current expense balances when:
 - i. July 1 and June 1 to ensure that AGs are aware of how much they have to spend
 - ii. Sending an expense check
 - iii. Quarterly updates
- d. Maintains DG, DGE, and DGN allocation reports.
- e. Maintains RI reimbursement report. Prepare preliminary and final report forms of expenses and receipts for submission to RI.
- f. Maintain calendar reminder of DG Final report due to RI 7-31.

11. Expense updates for Assistant Governor's

- a. Receive and review all expense reports from AGs to ensure figures are correct and receipts are provided.
- b. Provide AG's with their current expense balances when:
 - i. July 1 and June 1 to ensure that AGs are aware of how much they have to spend
 - ii. Sending an expense check
 - iii. Quarterly updates
 - iv. Maintains record of payments to AGs.

12. Prepares monthly financial statements: Statement of Assets, Liabilities and Fund Balances and Statement of Revenue and Expenses.

13. Provide all financial reports to District Governor, Finance Committee, District Treasurer, and District Administrator on quarterly basis.

14. Per the minutes from the 2017 COG meeting, Quarterly budget vs actual reports are to be provided to the District Governor, District Administrator, Finance Chair and committee chairs that have had events.

15. Work closely with Grant Committee chair to efficiently process checks. Prepares district grant checks as instructed and maintains lists of paid grants to coordinate with chairperson.

16. Assist with registrations and payments for events

- a. Reconcile payments received with DACdb & QuickBooks reports
- b. Credit card payments entered in QuickBooks specifically by entering the entire deposit breaking it down by who paid what.
 - i. Receives transaction reports with detailed information from District Administrator to assist with reconciliation.



- 17. Use DACdb to get information on Club Presidents, Treasurers and others as needed, to provide information to develop working relationships with the District Leadership and clubs.**

- 18. Utilize Microsoft OneDrive and other software for document retention and sharing.**

- 19. Assists District Administrator as needed.**