

NEYM Accounts Manager

Position Goals, Hours, Functions/Tasks, and Work Plan Priorities for Fiscal Year 2012

Position Goal

- *To keep the accounting records of the New England Yearly Meeting accurately, to do so in a timely manner and to maintain confidentiality.*

Hours and Work Site

- *Hours*
 - This is a part-time position averaging 20 hours/week.

Work Site

- Responsibilities are primarily carried out at the NEYM office in Worcester, one day a week. Otherwise the work site will be from a home-based office.

Functions and Tasks

- *Maintain the following documents and procedures:*
 - General Ledger
 - Sessions Accounting
 - Retreat Accounting
 - Credit Card Accounting
 - Payroll
 - Retirement
 - Section 125 (flexible benefits)
 - Receive Contributions
 - Caring Habits (GiveMonthly)
 - Receive Payments
 - Pay Accounts Receivable
 - Student Loan Fund
 - Special Funds
 - Reconcile bank statements
 - Manage cash flow
 - Budget watchdog
 - Financial liaison with committee clerks
 - Coordination with Finance and Development Committees
 - Open and close the books for the fiscal year
 - Attend committee meetings and events as appropriate

Work Plan Priorities

- General bookkeeping, including all deposits, invoices, bill payments, bank reconciliation
- Manage payroll, including retirement and benefits
- Learn the annual accounting cycle, including closing and opening fiscal years
- Call on others for support in balancing the time demands, especially in the month of October, during the change of the fiscal year

Measures and Indicators of Work Plan Priorities Accomplishments

- Quarterly review of books, or more frequently when necessary, by the YM Secretary in consultation with the Treasurer.
- Annual review of books by a member of the Finance Committee to be completed by January of the following fiscal year.
- Annual Report to YM Secretary and the Treasurer that includes:
 - Written narrative evaluating goals, priorities, and task accomplishments for the year
 - Written reflection on queries listed below
 - Annual summary statistical report, including a ratio of the total number of checking account transactions (credits plus debits) to the annual hours worked.
- Report for publishing in the Minute Book
- YM Secretary conducts staff performance appraisal

Queries

- Do you have enough time to do the work and at specific times of the year?
- What is the appropriate division of work between the Worcester office and home?
- Do you feel supported in the position?