**Bookkeeper**

General Responsibilities

* Maintenance of General Ledger, Cash Receipts, Cash Disbursement Accounts Payable, and Accounts Receivable
* Providing timely report to Probe staff on a monthly basis.

Daily/Weekly

* Paying bills, writing check, and posting electronic cash disbursement
* Processing credit card income
* Posting and depositing checks and non-donation income
* Posting only credit card income batches
* Bank transfers and bank balance monitoring

Bimonthly

* Payroll data entry

Monthly

* General supplies (paper goods, letterhead)
* Collect information on credit card disbursements
* Month-end closing journal entries
* Bank reconciliation

Annually

* January – 1099 MISC statements
* June/July – Annual fiscal year audit
* October – assist auditors of Form 990 information