



Bookkeeping Contractor *Position Description, Qualifications, and Scope of Work*

Position Description (see Contract for more):

The Bookkeeping Contractor is the SMLC Bookkeeper. They perform the needed bookkeeping duties (see below and the Contract). These include but are not limited to: income and expense bookings and cutting checks; accounts receivable and payable; depreciation; land and other in-kind transactions; payroll; State and other governmental reporting including unemployment; Treasurer's Report preparation; insurance audits; annual audit schedules and reports; financial filing; etc.

Reports to: the Executive Director (ED)

Assists: the Treasurer (Board volunteer) and additional staff including the Office Specialist and the Stewardship and Outreach Manager

Starting wage: \$18/hour based on experience (this is not an employment position; contractor is responsible for their own taxes)

Start Date: TBD; desired by September 8th

End Date: Continuous; evaluate annually in August/September

Estimated Hours: 3-4 hours weekly; can vary based on work to be performed; additional hours may be needed for bi-monthly Treasurer's Report preparation and annual Audit; to be scheduled at least 1 week in advance for office scheduling and calendaring

Location: SMLC's office, 8383 Vreeland Rd., Superior Township, MI 48198 (health screening, face covering and social distancing required)

Payroll can be performed remotely if agreed upon by ED and Contractor; other work may be performed remotely after 3 months if agreed upon by ED and Contractor

To Apply: Send a resume and cover letter to Jill A. Lewis, Executive Director,
jlewis@smlcland.org, on or by August 30th.

Qualifications:

Minimum: Associates Degree in Accounting or related higher-level degree; at least 2 years of work experience in bookkeeping or accounting

Desired: Experience with Quickbooks, nonprofit accounting, modified cash accounting; Experience with contract or gig bookkeeping

Scope of Work:

SMLC is a nonprofit and the SMLC books are kept on a modified cash basis. SMLC uses Quickbooks and Paychex.

The Bookkeeping Contractor will assist the ED by performing duties as follows (see Contract for additional duties information):

- Regularly (weekly): process invoices and cut checks, enter income and expense transactions
- Bi-weekly: process and submit payroll including retirement contributions
- Monthly / Bi-monthly: prepare the books and documentation for the bi-monthly Treasurer's Report; produce and submit any needed State or other governmental reports; file financial items; backup Quickbooks and share with ED
- Annually: assist with preparing for the annual audit including producing schedules, entering annual accrual entries, and being onsite for the annual audit fieldwork day; respond and participate in annual insurance audits; prepare and submit W-2s and 1099s; file any required annual State or other governmental reports
- Other: as may be need or required related to SMLC finances, payroll, reporting, filing and bookkeeping - see the SMLC Accounting Procedures

For more information about SMLC:

www.smlcland.org and check out our Facebook page