Responsibilities for Grace Under the Oaks Bookkeeper

Thank you for your interest in the Bookkeeper position at Grace Under the Oaks. The Bookkeeper is a volunteer position that supports our Treasurer. Responsibilities include, but are not limited to:

- ⇒ Coordinating as needed with Treasurer and CPA firm to support all year-end reporting of documentation needed for 990 and 1099s, and maintain good communications with both
- ⇒ Monitoring the "Grace Under the Oaks" Gmail account for emails from Bank, PayPal, QuickBooks, Cybergrants/FrontDoor, or other bank-finance-related emails
- ⇒ Balancing Money Market and Checking accounts, along with managing and reconciling the two credit cards. Make deposits into accounts as needed
- ⇒ Processing and recording income via cash, PayPal, Venmo, Cybergrants
- ⇒ Processing and recording "Grace Under the Oaks" email address for emails from Banks, PayPal, Venmo or other financial institution-related emails
- ⇒ Assisting Treasurer in preparing information for Treasurer's meetings with Executive Director for financial planning
- ⇒ Using QuickBooks online for data entry, financial reports, account management (should be able to produce reports for Treasurer as needed or for Board in absence of Treasurer)
- ⇒ Tracking and reporting donations on shared spreadsheet
- ⇒ Assisting at special events, including helping track expenses, ticket sales, auction resolutions
- ⇒ Preparing Quarterly Rider statements for Treasurer to review, including Step Up for Students

If you are interested in this position, or any other role, please write to the email listed below, telling us about your skills, experience, and why you'd like to be part of Grace.

You may also reach out to me directly if you are interested in discussing this further or have any questions. I would be delighted to speak with you.

Kathy Ornstein, Co-Chair, Secretary
Grace Under the Oaks
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973-634-5723 (cell)

October 26, 2026