

Bookkeeper

The Market Street Singers' Bookkeeper records the accounts and the incoming and outgoing financial transactions of the Market Street Singers. Donations are collected by the Treasurer and routed to the Bookkeeper for processing. The Bookkeeper works with the Treasurer to create the annual budget, which the Market Street Singers Board of Directors adopts and presents to the choir membership. The Treasurer serves as the Bookkeeper's conduit with the Board. The Treasurer sends the Bookkeeper copies of the Board Meeting Minutes and keeps the Bookkeeper informed of other relevant actions of the Board and the chorus.

The Bookkeeper's responsibilities include:

- Managing accounts payable by processing invoices, writing checks, and making and recording other payments;
- Balancing and reconciling statements from our financial institutions;
- Preparing bank deposits, though the Treasurer will attempt to make the majority of the deposits;
- Preparing and sending the Treasurer various reports for review and presentation to the Board on a monthly basis, or upon request;
- Preparing and submitting reports and filings to grantors and donor agencies;
- Keeping important business records, including TMSS's IRS taxpayer ID#, original 501(c)3 approval letter, and City Of Seattle registrations;
- Maintaining an organized repository of financial records from the chorus' daily operations;
- Maintaining the Market Street Singers' registrations and filings as required by the state charities bureau, city business license, and federal tax reporting;
- Preparing and submitting IRS 1099s for paid staff; and,
- Assisting the Audit Committee by providing requested materials and documentation annually.

The Bookkeeper is compensated monthly for year-round work.