

Melbourne PC User Group - Bookkeeper/Receptionist Position Description April 2017

Accountability

- The Bookkeeper/Receptionist is accountable to the Executive Team (President, Secretary, Vice President and Treasurer) but directly reports to and liaises with the Group Secretary on day-to-day operation of the office and with the Treasurer on financial matters.

Primary responsibility

- Maintain the office operations including staff payroll, bank and financial accounts; liaise with members, suppliers and others; receive and disburse funds; prepare reports; backup systems.

Detailed duties

Monthly reporting

- Prepare a monthly Office report detailing the month's office activities for the Committee
- Prepare a Membership analysis spreadsheet monthly for the Committee

Accounts and personnel

- Maintain financial accounts using QuickBooks
- Liaise with bank and other financial and insurance institutions, arrange updates to bank authorities (cheques, Commbiz electronic transactions etc.) and maintain copies of authorities, all as requested by the Executive Team.
- Process and bank incoming payments on a daily basis.
- Prepare and issue authorised payments to staff and suppliers promptly as due using cheques or Commbiz electronic payments as appropriate.
- Reconcile bank accounts monthly.
- Maintain Petty Cash and Visa Pay and Go card and reimburse and reconcile them promptly so that all transactions are posted and dated within the month they are incurred.
- Post general journal entries each month as agreed with the Treasurer.
- Prepare monthly and cumulative financial reports as required by the Treasurer within two working weeks of the following month.
- Ensure that all statutory returns of a secretarial, accounting and taxation nature, including the quarterly Business Activity Statements to the Tax Office, are prepared and lodged with the appropriate agencies in a timely manner.
- Assist the Treasurer with the annual budgets for Operating Activities and Capital Expenditure in time for first draft to be presented to the May Committee meeting.
- Ensure the Group's obligations are met regarding PAYG Tax and Superannuation.
- Ensure that all paid staff records of attendances, annual leave and other entitlements are accurately recorded.

Membership Services

- Ensure that the membership database (MMS) is properly maintained and up to date.
- Ensure the office facilities are properly administered.
- Ensure that all volunteer activities, including iHelp and Dial Help, are provided with administrative support as needed.
- Where necessary, redirect members help enquiries to the appropriate volunteers.

Data and systems backup

Carry out regular backups of computer systems as agreed with Executive Team and ensure that backup copies are stored safely offsite.

General

- Manage the Wireless Broadband Service
- Oversee the day-to-day operations of the office, including assistance with membership details, raffles, monthly disc preparation
- Maintain control over all areas of administration including stationery, archives, legal, statutory and lease obligations.
- Monitor and oversee the processing of all incoming/outgoing correspondence.
- Organise internal and external room usage/hire.
- Liaise with room hirers and tenants and advising hire rates, administering hire agreements.
- Maintain strict confidentiality of information regarding the Group and its Members.
- Ensure all work areas are clean and properly organised. All desks to be left clean at the end of each day.
- Maintain cash floats for Library book deposits, monthly disc & book sales and others as required.
- Ensure rooms are prepared with all required equipment for meetings/SIG's/room hirers/etc.