



**Mission Statement:** “...to provide adults who live in or near Ottawa County with an opportunity to improve and transform their lives by strengthening their reading and language skills.”

## **VOLUNTEER ACCOUNTANT JOB DESCRIPTION**

**Reports to:** Executive Director

**Hours:** Part-Time (Up to 5 hours per month)

**Volunteer Summary:** The Accountant will be responsible for a variety of financial tasks, including monthly reporting, payroll management, tax filings, and other accounting activities. This role will require attention to detail, strong organizational skills, and the ability to work with various team members within the organization. The Accountant is a volunteer position without pay. Benefits include a flexible schedule and 100% remote.

### **Duties and Responsibilities:**

#### **1. Accounting**

- Document employee work hours.
- Process payroll using Quickbooks Online.
- Handle payroll management and tax payments.
- Generate financial reports and perform bank reconciliation.
- Record journal entries and manage the chart of accounts.
- Prepare and send financial statements.
- Handle state and federal payroll tax deposits.
- Prepare W2's and tax filings.
- Assist with annual report and 990 form preparation.

#### **2. Additional Responsibilities**

- Collaborate with the Executive Director and Treasurer as needed to support financial processes.
- Stay updated on changes in accounting and tax regulations.
- Maintain the accuracy and integrity of financial data.

#### **3. Working Conditions**

- Work independently - maintain a home office with computer and Internet access and place to store tutor/student materials.
- Flexible working hours.
- 100% remote environment.
- Must sign confidentiality agreement and maintain confidentiality of pertinent organizational information.



#### 4. Qualifications

- Proven experience in accounting and financial reporting.
- Proficiency in Quickbooks Online, Microsoft Excel, and Google Suite.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Knowledge of payroll processing and tax regulations.

#### 5. Desired

- Bachelor's degree in Accounting or Finance.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation.

**READ Ottawa is an equal opportunity service and does not discriminate based on an individual's status as a protected class member.**

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By signing below, I acknowledge that:

- I am aware that this volunteer position description is an expression of good faith and provides a common ground by which the volunteer can operate.
- Signing this document constitutes permission for a criminal background check.

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**Volunteer Name** *(Print)*

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**Volunteer Name** *(Signature)*

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**Date**