

## **Bookkeeper:**

PALS Doulas is a trusted organization that promotes and supports birth doulas in the greater Puget Sound region. Our mission is to be a welcoming and relevant resource for birth doulas that builds community, provides mentorship and offers educational opportunities to support its members. The goal of the bookkeeper is to provide a second pair of eyes and hold the Treasurer accountable.

### Important Aspects:

- Input accounts payable and receivable into QuickBooks or similar budget tracking
- Provide monthly statements of income and expenses
- Provide monthly statement of new and renewed certifications
- Provide advisement to Treasurer and Board regarding financial tracking

### Time commitment:

4-5 hours of work per month, independent and meeting with Treasurer

### Responsibilities:

- Record Expense Reimbursements in QuickBooks
- Record vendor checks in QuickBooks
- Review deposit reports and verify totals
- Communicate with PALS Treasurer financial postings
- Reconcile Checking and Savings account statement with QuickBooks, monthly
- Reconcile Stripe account payouts with BECU statement monthly
- Create additional reports as requested