

TKW Bookkeeper Lunch



**BOOKKEEPER SALARY
&
JOB DESCRIPTIONS**

From Wiki



- **Bookkeeping** is the recording of financial transactions. Transactions include sales, purchases, income, and payments by an individual or organization. Bookkeeping is usually performed by a bookkeeper. Bookkeeping should not be confused with [accounting](#). The accounting process is usually performed by an [accountant](#). The accountant creates reports from the recorded financial transactions recorded by the bookkeeper. There are some common methods of bookkeeping such as the [Single-entry bookkeeping system](#) and the [Double-entry bookkeeping system](#). But while these systems may be seen as "real" bookkeeping, any process that involves the recording of financial transactions is a bookkeeping process.

Wiki - continued



- **Bookkeeper**

- A bookkeeper (or book-keeper), also known as an accounting clerk or accounting technician, is a person who records the day-to-day financial transactions of an organization.^[1] A bookkeeper is usually responsible for writing the "daybooks." The daybooks consist of purchase, sales, receipts, and payments. The bookkeeper is responsible for ensuring all transactions are recorded in the correct daybook, suppliers ledger, customer ledger, and general ledger. The bookkeeper brings the books to the [trial balance](#) stage. An accountant may prepare the [income statement](#) and [balance sheet](#) using the trial balance and ledgers prepared by the bookkeeper.

Responsibilities



- **Basic Quarterly Bookkeeping**

- Bank Reconciliations
- Credit Card Reconciliations
- AP Data Entry & AR Data Entry
- Journal Entries
- Coordinate with payroll service
- Work in partnership with employer to establish and maintain internal controls

- **Basic Weekly Bookkeeping**

- Quarterly +
- Full Cycle AP
- Some AR
- Journal Entries
- Billing
- Payroll could be in-house
- Month End Close / Reporting

Responsibilities



- Part-time more than 1 time per week
 - Basic Weekly +
 - Cash Flow reporting/analysis
 - Work with CPA; taxes, balance sheet
 - Often working with payroll taxes, other local taxes, sales tax

- Full Time – 3/4 time
 - PT +
 - Daily Banking
 - Cash Posting
 - Collections
 - Credit

Special Projects



- Services sold to clients/sister companies
- Benefits Administration
- Secure business loans
- Hire vendors and manage vendor relationships
- Electronic Fund Transfers

- Manage events
- Everything that requires a spreadsheet
- HR policies/procedures
- Income statement preparation and analysis
- Purchasing
- Employee Relations

Training/Setup



- Train new/old bookkeeper
- Set up new system; QuickBooks, Peach Tree, Payroll System
- Training in Excel
- Train Owner
- Tax Prep for CPA
- Office Organization

Compensation

Every Situation is Unique



- Every situation is unique...
 - Do you have benefits?
 - Do you charge by the hour or by the “job”?
 - What skills are you being asked to use?
- Do you have the overhead of running your own business?
 - Rain Making / Marketing?
 - Business Taxes
 - We could go on...

Here it is...



- Full Time Bookkeepers \$15-25 per hour.
- Part Time \$18-22
- Self Employed \$35-55 per hour
- Self Employed Monthly Charge \$500 - 1500