



Bookkeeper

Job Description

Position Summary: The Bookkeeper is responsible for entering and maintaining LPTexas financial data within QuickBooks, including entering expenses and donations, keeping count of the amount spent against each budget category, participating in financial meetings with LPTexas Officers, reporting any spending exceeding budget, and helping the Treasurer prepare quarterly reports to State Libertarian Executive Committee (SLEC).

Preference will be given to applicants with accounting/QuickBooks experience. CPA certification is a plus, but not required.

Reports to: Executive Director (with dotted line to the Treasurer)

Time Expectation: 2-5 hours per week (with possible "peaks" of 5-10+ hours during biannual and pre-election TEC reporting periods)

Responsibilities:

- Maintain accurate records in QuickBooks
- Work with the State Officers and Executive Director to develop a financial vision for the party
- Help keep the Party working within the budget passed by SLEC as well as making recommendations on what should be in that budget
- Prepare reports out of QuickBooks
- Participate in event and project planning meetings as a financial voice
- Keep a record of directed donations and record appropriate charges against them