



Kent Volunteer Fire Department, Inc.

*P.O. Box 355
Kent, CT 06757*

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Bookkeeper Job Description

Job title: Bookkeeper

Reports to: Treasurer and President

Job purpose: To assist the KVFD with the financial duties and tasks and responsibilities to keep the department's finances healthy.

Duties and responsibilities:

- Pay bills in a timely manner, approved by membership
- Record, prepare and deposit all monies received
- Track all receipts and expenses using QuickBooks
- Provide monthly and ad hoc reports from QuickBooks as requested by Treasurer or President
- Prepare bills to be presented at monthly meetings for approval
- Reconcile and balance all accounts monthly
- Prepare documents for annual audit
- Assist with budget process
- Maintain complete filing system to support financial records

Minimum Qualifications:

- Previous bookkeeping experience
- Strong computer skills
- Proficient in QuickBooks, MS Office
- Professional verbal and written communications

Additional Information:

- This is a subcontractor position
- Proof of insurance will be required prior to job offer
- 15-20 estimated weekly work hours
- Additional hours may be necessary during fundraising events
- Pay rate between \$26 - \$40 per hour depending on experience

Interviews may be conducted with the KVFD Bookkeeper Search Committee after the application deadline.