

Volunteer Position Description ***Brain Injury Connection (BIC)***

Position Title: Bookkeeper

Supervisor(s): Board Chair & Treasurer

Worksite:

The **Bookkeeper** must be accessible via phone and have access to a computer to work on bookkeeping duties and communicate with the **BIC** Team.

Importance of job to the organization/clients:

This is an opportunity to use your accounting, bookkeeping and financial skills to assist a brain injury organization help those whose lives have been affected by brain injury.

Time Frame:

We need a commitment of approximately 2-6 hours per week initially. The **BIC Team** and volunteer will coordinate a work schedule that accommodates both the **BIC** and Volunteer.

Position Summary:

The **Bookkeeper** works closely with the **BIC** Team, including the Treasurer and Founder.

Major Responsibilities include:

1. Documenting all financial transactions, i.e., donations, expenses, etc. and reconciling monthly bank accounts.
2. Preparing financial statements, including Statement of Position, Statement of Activities, etc., for the Treasurer to present at **BIC** Board Meetings and other financial and bookkeeping reports and projects, as needed.
3. Assisting in the preparation of letters acknowledging tax exemption donations.
4. Establish a records system and written procedures to ensure that the **BIC** is on top of their financial condition and can be accountable to its funders, the government, the brain injury community and the general public.
5. Assist the Board in the decision making of the accounting software the **BIC** should purchase and potentially train appropriate personnel on its use.
6. Assist the **BIC** Team prepare for an organizational financial audit.
7. Assistance in developing a potential paid Accountant Position Description when feasible.

Qualifications:

- Self motivated, organized, and works well without supervision.
- A team player with the ability to establish and maintain effective working relationships
- Excellent communication and writing skills.
- Strong organizational and documentation capabilities.
- Experience in nonprofit accounting would be a plus, but the **BIC** would consider an advanced student specializing in accounting and has an interest in gaining experience in the nonprofit sector.
- Interest in working with people with people affected by acquired brain injuries and the professionals who help them in their recovery.

Training/Preparation:

1. 1/2 day to orient volunteers to the **BIC** organization; introduce to staff, board of directors, medical and legal advisory board and columnists.
2. Provide a packet of written information about the organization and reading materials to learn more about the challenges of living with a brain injury.

Benefits to Volunteer:

This an unpaid volunteer position with the potential of becoming a paid Bookkeeper/Accountant. This volunteer position provides an opportunity to become familiar with brain injury and disability issues and to add experience to a portfolio.

Staff Contact: Deborah Palmer, **BIC's** Founder

Phone: 510.865.4953