

CRE&T Bookkeeper Volunteer Position Description v0.01

Organization: Computer Recycling Education & Training

Job Title: Bookkeeper

Objectives: To keep tabs on CRE&T financial activities.

Duties and Responsibilities: Bookkeeper will keep a tally of CRE&T accounts. Bookkeeper will print specific reports weekly, monthly, and as requested.

Qualifications and Requirements: Applicant should be familiar with QuickBooks.

Lines of Communication: You will work under the direction of our Finance Team.

Orientation and Training: A training period will be provided outside of normal CRE&T business hours. This training will assume the bookkeeper is already familiar with bookkeeping practices and QuickBooks. Training may be supplemented by the Store Manager or a member of the board.

Times Needed and Place of Work: One or two hours per week during business hours at the CRE&T premises using CRE&T equipment.

Commitment Required: A minimum of 1 hour per week is required for a minimum of 6 months.

Benefits: This is an ongoing commitment and is of great benefit to the organization.

Frustrations: Ongoing work. This can be tedious, and it is sometimes hard to accrue the receipts necessary for data entry.

Satisfactions: Bookkeeping is a necessity to any organization. Volunteer will understand that they are performing a vital function.