Position Title:	**Bookkeeper**
Department:	**Bookkeeping**
FLSA Status:	**Exempt**
Reports to:	**Director of Finance**
Prepared by:	**Human Resources**
Revision Date:	**April 2025**

Position Overview

Reporting directly to the Bookkeeping Team Lead and indirectly to the Director of Finance, under general supervision, the employee completes critical financial transactions and maintains Ward-related financial records. The employee assists in keeping Wards in compliance with the court by establishing restricted accounts and posting all Ward related transactions and payments on behalf of Wards of the Public Guardian by performing the following duties.

Primary Accountabilities

Processes payments of Ward-related invoices and check requests in Guardian Management System (GMS).

Completes check runs, and mails checks to all Ward vendors.

Maintains and processes receipt of all income and assets. Manages disbursements and financial records for each Ward within Guardian Management System (GMS).

Processes and deposits checks (digitally). Reconciles and balances the operating account on a daily and monthly basis, running all necessary reports.

Completes Monthly Bank Reconciliation for the operating account and restricted depositories

Researches invoices and check requests received from case managers for payment. Verifies approvals and informs case manager if a court order may be required.

Submits and follows up on requests for court orders received from case managers so payments, etc. can be issued timely.

Prepares, maintains and updates monthly Auto pay payments within GMS.

Reviews pending payable reports, prior to each check run, and follows up with the assigned case managers, as needed, so payment can be issued.

Issues overpayments to vendors, documents this in activity logs and maintains and updates department spreadsheets for ongoing follow-up with vendors.

Generates monthly letters to vendors regarding checks which remain outstanding (uncashed checks).

Generates the necessary documentation to open, close or withdraw from Restricted Depositories including Restricted burial, money market, and Supplemental Needs and Qualified Income Trust accounts. Maintains and reconciles such accounts monthly, per bank statements

Completes initial letters contacting outside banks for accounts reported by staff. Generates an initial letter with Letter of Guardianship attached to report guardianship and verify and freeze any existing accounts.

Requests bank statements and updates records to reflect current assets. Once accounts are verified, documents and reports all necessary information to all assigned staff for ongoing follow-up.

Requests court orders from the legal department to reduce account(s), and eventually close account(s) once GPDC is assigned as representative payee or fiduciary for all benefits going to the account(s).

Generates GMS reports which reflect wards' income and disbursements, after changes in placement or death of a ward occur.

Upon death of a Ward, notifies all appropriate agencies and income/ benefit sources (SSA, DCF, VA, Pensions, etc.) of death and verifies that all benefits are suspended timely. Verifies any death overpayment owed to ensure they are repaid timely. Coordinates with the assigned case manager and provides Agency Reporting Form reflecting availability of funds for burial/funeral expenses.

Processes and issues payment for Fee's for Service (FFS) for all applicable wards to the Agency. Reviews Fee for Service Report monthly to ensure accuracy and reports any issues.

Processes and manages reimbursements to the agency for advances made for emergency expenses such as long-distance calls, postage, petty cash, utilities, etc.

Sets up True Link credit card accounts online and requests cards for clients, as requested by the assigned Case Manager; Once received and activated, funds accounts monthly by issuing checks to the account for amount requested by Case Managers. Reconciles all accounts monthly and follows up with the assigned Case Managers regarding any discrepancies/issues noted (i.e., lost cards, inactive cards, etc.). Documents all activity in GMS

Obtains IRS W-9's from all *new* and existing vendors paid for services for our Wards.

Prepares and issues IRS- 1099's to all vendors used by our clients, when appropriate threshold is met.

Prepares and submits all income, expenses and IRS-1099 forms to our accountant for annual income tax filing (Federal 1040 Tax Returns). Maintains and updates all tax related spreadsheets and documents all ongoing follow up in activity logs under IRSFU.

Regularly advises various Agency employees of any issues regarding Wards' income, assets, or accounts.

Additional responsibilities may be assigned as needed.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities

Education, Skill Requirements and Other Essential Functions

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Associates degree in Finance or Accounting required and a minimum of two (2) years of related experience preferred.

Must be proficient in computer skills, especially in Microsoft Office applications such as Word, Excel, Outlook, for email, and Internet, as well as other internal and external software applications.

LANGUAGE SKILLS
Ability to read, analyze, and interpret various documents relating to bookkeeping and general business. Ability to write reports related to bookkeeping matters. Ability to effectively present information and respond to questions from groups of vendors, clients, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percents to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry our instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
None required

ADDITIONAL RESPONSIBILITIES AND REQUIREMENTS
Must have reliable transportation and be capable of unrestricted travel in the performance of duties.

CRIMINAL, DRIVING & CREDIT VERIFICATIONS
As a condition of employment, requires an acceptable criminal background verification, driving record, and credit check during the pre-employment process and throughout employment which is reviewed, verified, and approved according to state guidelines.

Working Conditions

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT
This job operates in a professional indoor and temperature-controlled work environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers. The noise level in the work environment is usually busy with phones and other working personnel. There are no hazardous conditions encountered in this job. This position may be performed remotely as determined by the Agency.

Read, acknowledged, and signed by: _____ on _____.
Signature **Date**

_____
Print Name