**JOB DESCRIPTION – PEGGY KING**

**Current Duties as
Bookkeeper and Website Administrator**

**12/2017**

**MAIL**

1. Pick up mail regularly at UPS Store, Stadium & Broadway (I have keys to store & mail box).
2. Scan and email any pertinent information to proper person
3. Deposit all receipts at Bank of America, Broadway.

**PAYPAL**

1. Download report of PayPal transactions. Create deposit in QuickBooks.
2. Transfer funds out of PayPal to checking account as appropriate.

**BOOKKEEPING**

1. Receive all funds paid to BOMH for deposit to BOMH checking account.
2. Receive all invoices for payment. Request any necessary approvals for payment.
3. Receive dues and new member registrations. Research any discrepancies and communicate with applicant where there are questions or errors in payment made.
4. Use Quickbooks to handle all finances of BOMH. Deposit funds, pay bills. Apply payments to specific individuals, maintaining an ongoing record of what each has paid for.
5. Reconcile Quickbooks to bank statement each month.
6. Prepare month end financial reports and submit to Board.
7. Receive requests for reimbursement for incidental expenses and, after approval of director and/or president, pay them.
8. Review credit card statement and, after receiving receipts for all charges, pay the credit card bill. (I have a credit card for our Bank of America Mastercard account, as well as a debit card which I use to access the ATM to make deposits)
9. During events, collect all funds received for sales, beast, registrations, showcase, and silent auction. Be responsible for funds while there. Keep all funds separate so they can be credited to the proper account in QB upon return.
10. Review proposed budgets and provide input prior to adoption.
11. Maintain Square account and use it as needed to accept payments.
12. Prepare and submit annual federal financial report (940). This is now done by filling out a very simple form on line as long as our income stays below a certain point.
13. If BOMH has employees, prepare payroll, including paying any employee(s), and submit quarterly and annual federal and state payroll reports and taxes.
14. Pay contract works on a timely basis. (Can be set up to send check automatically via Bank of America web site for no fee.)
15. Prepare and submit annual W2s (if necessary) and 1099s.
16. Maintain Fictitious Name with state, completing periodic reports as required.
17. Maintain Corporation status with state, completing period reports as required.
18. Receive annual liability insurance invoice via email and make payment to ensure ongoing coverage. Philadelphia Insurance Co. Account Number: 8063222, 877.438.7459. A copy of the current policy is on the Board Only page on the website.
19. Maintain supply of checks and deposit slips.

**EVENTS**

1. Receive all registration forms submitted through website or US mail.
2. Maintain spreadsheets of applicants for annual conference and other events, sending copies to appropriate event coordinators.
3. Maintain record of jury applicants to assist jury chair. Inform them of issues with any of the jury applicants (non-payment of dues or other concerns).
4. Update archive spreadsheet of participants in events, new juried class, etc. and post updated sheet to Board area on website.

**MEMBER SERVICES**

1. Receive payments and fulfill orders for Juried Member items (stickers, banners, badges). Almost all orders are now received via the website store and an email is sent to the admin email address.
2. Maintain Café Press site offering logo apparel and other items members may order on their own. (This has not taken off as I had hoped, but there is no cost in having it out there.)
3. Order and ship out Juried Member badges for new Juried Members. Contact for badges: Greg Azorsky at Recognition Plus greg@rpawards.com .
4. Maintain stock of stickers and banners. Banners are purchased from Signs Now in Columbia.
5. Set up shop at events to sell Juried Member items, as well as logo apparel and other items.

**EMAIL**

1. Receive email directed to Webmaster, Administrator and Director, as well as to Funds account linked to PayPal. (NOTE: a list of the accounts & their logon info is on the passwords spreadsheet.)
2. Act on those I can, forward those needing other action to appropriate person for their follow up.
3. Receive answering service emails and respond to phone calls, or redirect as needed.

**WEBSITE**

1. Serve as webmaster for BOMH website, work with web host to address any problems that may arise keeping the site live (crashes, etc.) and to minimize down time. Web Host: James Wilson james.wilson1979@gmail.com. James is usually very good at responding to emails. Phone: 918-812-2219
2. Maintain and update website as needed to prepare for event registrations, jury sessions, etc.
3. Maintain the home page slider, promoting items there as appropriate, or as directed by Board.
4. Evaluate and report to the Board regarding any concerns, changes, upgrades etc. that may be desired.
5. Maintain “Board Member” area of web site, posting minutes in a timely manner. Maintain up to date versions of Board Members, Bylaws and Board Handbook, Year End Financials, Liability Insurance Policy and all other documents there. Create and maintain archival information for future reference. (NOTE: Copies of State & Federal Tax Exempt Letters, Certificates of Incorporation and Fictitious Name Registration, as well as draft documents prepared for 501c6 application exist there for safe keeping)
6. Assist Juried Members in developing and maintaining their web page as requested.
7. Create and post slider and web page for new Juried Members after each session.
8. Maintain medium “groups”. New Juried Members must be placed into their juried medium group, and X-Juried Members must be removed from their group. This is not an automatic function of the website.
9. Maintain “Juried Medium” and “Region” tick boxes in the member database. These are entered manually by the webmaster.
10. Assist all members in navigating web site.
11. Write articles for the BOMH Newsletter regarding use of website, hints, etc.
12. Work with Kim Carr and Don Crozier to coordinate postings and interface with Facebook as necessary.
13. Prepare and send out occasional email blasts to membership as necessary or directed by Board.
14. Export member roster and submit in Excel format to Board on a monthly basis.

**OTHER DUTIES PERFORMED AS VOLUNTEER**

1. Proof and edit newsletter and any other documents when requested.
2. Provide assistance to and consult with Board when requested (or not).
3. Create flyers, schedules, timelines and other materials as necessary or requested.
4. Maintain stock of Board Member Business cards and bring them to Board meetings.