



Illinois Occupational Therapy Association

Office Clerk / Bookkeeper Job Description

Authority/Accountability/Reporting Procedures

- The Office Clerk/Bookkeeper is a paid position that reports to the Executive Director. This position is 10-15 hours per week and can be performed remotely and on a flexible schedule (for the most part). There will be an increase workload annually around ILOTA's Annual Conference (October 2019)

Purpose

- To insure the smooth operation of the Association office with accurate accounts of the Association business and to represent the members of the Executive Board.

Responsibilities

- Ensures that ILOTA financial records are compliant with standard accounting procedures.
- Responsible for all duties related to accounts receivable, accounts payable, and banking.
- Ensures that the ILOTA tax liabilities are met and that tax forms are filed on time.
- Prepares checks, presents them to the authorized signors and mails as necessary.
- Collects the ILOTA mail, posts payments received in both MemberClicks and QuickBooks and makes prepares weekly deposits to be mailed to the bank.
- Maintains the ILOTA office including all financial files, permanent records, office equipment and conference supplies
- Works in partnership with the ILOTA Executive Director to provide customer service to ILOTA members providing information on the mission of ILOTA, events, meetings and other pertinent information.
- Responsible for supporting the ILOTA Executive Director with scheduling the executive and full board meetings, creating and distributing related correspondence to board and association members and updates the on-line calendar.
- Orders office supplies as needed and approved by the Executive Director and/or the Director of Finance.
- Prints reports from QuickBooks and MemberClicks for Executive Director, Director of Finance and the accountant each month and upon request for ad-hoc reports.
- Performs web site updates as requested by Executive Director and Website Coordinator
- Performs other duties as assigned by the executive director and supports board members as necessary.
- Coordinates with the Executive Director on event planning, event communication needs and other related tasks.
- Works onsite at ILOTA's Annual Conference and has an increased workload in the month prior to Conference.

Required Qualifications:

- Two years of experience utilizing Microsoft Office (word, excel, Power Point) daily.
- Two years of experience with QuickBooks on-line
- Demonstrated successful experience working in a self-directed environment.

Desired Qualifications:

- Experience working for a non-profit association
- Knowledge of the healthcare industry
- Experience working for a volunteer board of directors
- Event planning and event management
- Website content management

Please submit a resume and cover letter to Lisa Kelsey, Executive Director, at office@ilota.org.