

Osan Thrift Shop: Bookkeeper - Job Description

Team Osan Spouses' Club

February 2026

Position Summary:

The Bookkeeper is responsible for maintaining accurate financial records for the Osan Thrift Shop and ensuring the timely processing of financial transactions in accordance with TOSC governing documents, internal financial controls, AFI 34-223, and applicable IRS regulations.

The Bookkeeper works under the oversight of the Chief Financial Officer (CFO) and in coordination with the Executive Director and Thrift Shop Manager.

Reporting Structure:

- Reports to: Chief Financial Officer (CFO)
- Works in coordination with: Executive Director, Thrift Shop Manager, and CPA firm
- Position type: Part-time paid employee
- Estimated hours: 20 hours per month

Core Responsibilities:

Financial Recordkeeping and Accounts Payable

- Record all financial transactions in QuickBooks in a timely and accurate manner
- Maintain general ledger integrity
- Reconcile bank accounts monthly
- Reconcile thrift shop sales and deposits to bank records
- Maintain complete and organized supporting documentation for all financial transactions
- Prepare checks for authorized expenses in accordance with Board-approved budget
- Ensure timely payment of approved invoices and expenses
- Ensure compliance with dual-signature and internal control procedures

Payroll Administration

- Process monthly payroll in accordance with approved timesheets
- Ensure payroll is distributed no later than the 7th calendar day of each month
- Prepare and ensure timely submission of required payroll tax deposits no later than the 16th of each month, in accordance with federal and applicable state requirements
- Prepare and file all required quarterly payroll tax reports (including IRS Form 941 and related filings) in accordance with established deadlines
- Prepare and file annual federal unemployment reporting (Form 940), as required
- Maintain complete and confidential employee payroll records
- Prepare and distribute annual W-2 documents in accordance with IRS deadlines

Financial Reporting

- Prepare monthly Balance Sheet and Income Statement
- Submit monthly financial statements and reconciliations to the CFO no later than the 15th calendar day of the following month, unless otherwise directed
- Assist with preparation of quarterly and annual financial reports required by governing authorities
- Support Board reporting requirements as directed by the CFO

Audit & Compliance Support

- Maintain organized financial records in accordance with nonprofit accounting standards
- Ensure compliance with IRS payroll reporting and documentation requirements
- Provide required financial documentation to the CFO and CPA firm in support of the annual financial review or audit
- Assist with fiscal year-end closeout procedures
- Support documented turnover procedures when applicable

Budget & Fiscal Year Support

- Assist the CFO with preparation of the annual thrift shop operating budget
- Assist with mid-year budget adjustments as directed

Authority & Internal Controls

- May serve as a bonded operational signatory if authorized by the Board of Directors
- All disbursements must comply with dual-signature and internal control requirements
- Monthly reconciliations and financial reports are subject to CFO review prior to Board presentation

Insurance & Bonding

This position will be covered under applicable liability and fidelity bonding insurance maintained by LIFT Osan. The Bookkeeper must comply with all financial control procedures as a condition of coverage.

Record Retention

The Bookkeeper shall maintain financial records in accordance with organizational policy and IRS record retention guidelines, including:

- Daily sales and transaction records (minimum 1 year)
- Payroll and tax documentation (minimum 4 years or as required by law)
- Financial statements, audit documentation, and governing financial records (minimum 7 years or as required by policy)

Qualifications

- Working knowledge of QuickBooks
- Understanding of nonprofit accounting principles
- Strong reconciliation skills
- Proficiency in Microsoft Excel
- High attention to detail
- Ability to maintain strict confidentiality
- Ability to meet recurring financial and tax compliance deadlines

Confidentiality

The Bookkeeper will have access to confidential financial and payroll information and must maintain strict confidentiality in accordance with organizational policy. Unauthorized disclosure may result in disciplinary action.