

## **Bookkeeper Report**

**Nina Thompson**

**May 5, 2017**

### Regular Duties:

- Payroll
  - Processed & reconciled payrolls 8 & 9
- Banking
  - Completed regular bank deposits – in person and then with remote deposit system once set up
  - Completed regular bank account transfers to cover payments
- NYSLRS
  - New employee enrollment
  - Monthly Reporting
- Payments
  - Produced vouchers for monthly pre-pays, insurance invoices and other miscellaneous payments.
  - Printed checks for pre-pays and scheduled voucher payments
- Worker Compensation
  - Completed & submitted first quarter GA-4 report to Comp Alliance
- Month End Close Out - March
  - Entered all cash receipts (general receipts, WD accounting, etc.)
  - Entered all Payroll entries (cash receipts, cash disbursements & general journal entries)
  - Entered all cash disbursements
  - Entered all general journal entries (bank transfers, interest, WD3 billings & other general journal entries)
  - Close out steps (Load abstracts, close CR & CD journals & print reports)
  - Reviewed month end financial reports
- Trainings
  - Met with Michelle for several evening/weekend sessions for training including general training, payroll and month end procedures
  - Conducted several hours of training with Ted on Williamson Accounting Software
  - Read Office of the State Comptroller's Introduction to Governmental Accounting manual
  - Started to compile reference materials

### Non-Regular Duties:

- Payroll
  - Researched employee concern over PTO accruals
  - Discussed with several staff at Paychex how to resolve accrual confusion
- NYSLRS
  - Researched and resolved several notices received from NYSLRS regarding historical data issues

- Established new user account
- Corrected and resubmitted March month end report
- FOIL
  - Researched history of QuickBooks data file in relation to FOIL request
- AUD 2016
  - Had several phone calls with AUD department at OSC concerning questions regarding the Town's 2016 AUD report
  - Recorded questions and concerns for further research and resolution
- File Review
  - Started file (physical & electronic) review to help with historic & ongoing knowledge
- Other Accounting
  - Researched and discussed with Accountant how to handle WD3 warrant correction refund due to Town Clerk account
  - Researched and discussed with Ted from Williamson how to handle missing cash receipts from payroll # 4 in February
  - Researched and wrote up narratives for several accounting corrections/adjustments

#### Up Coming

- Trainings & Meetings
  - Greater Tompkins County Health insurance Consortium 4<sup>th</sup> Annual Education Retreat - May 10
  - NYS Comptroller's Advanced Accounting School - May 23-25
  - Seminar for Local Officials - June 14, Budget Process & Financial Reports
  - Continue other training as needed
- AUD 2016
  - Research and resolution of the OSC's questions and concerns
- File Review
  - Continue file review
- Other Accounting
  - Research, review and resolve outstanding accounting corrections/adjustments