

Chapter 1 - Introduction

- *What is a "Full-Charge" Bookkeeper?*
 - One who performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements, with little or no supervision.
 - The only exception is corporate taxes - which are typically outsourced to a CPA.
- The scope of this course is to cover:
 - Profit-sector businesses (non-profit organizations are another subject).
 - All *federal* laws/taxes associated with bookkeeping.
 - The majority of the different state laws/taxes you'll run into.
- How to Get Started, When Hired:
 - Questions to Clarify / Defining the Position:
 - What exactly will I be responsible for (any tasks that will be outsourced)?
 - Are there any areas that need more urgent attention?
 - Getting Started:
 - Make a list of current employees - to be prepared for your first payroll.
 - Human resource files: contain Forms W-4 & I-9 (both required by law).
 - Get a handle on the company bills, and then the company receivables.
 - Damage Control?
 - Was the bookkeeper's position vacant for long - before you arrived?
 - If so, have all payroll tax reports been filed, any "shut-off notices"?
- After Getting Started (Above) Review the "New Job Checklist" at the end of Chapter 1.
- Filing System:
 - Are bookkeeper's file drawers organized well enough?
 - File drawer organization typically includes the following:
 - 1 or 2 drawers for Accounts Payable (Paid separate from Unpaid).
 - 1 or 2 drawers for Accounts Receivable (Paid separate from Unpaid).
 - A drawer for Payroll Timesheets, Payroll Tax Reports & Monthly Reports

Chapter 2 - Tasks > Human Resource Administration

- Why Human Resource Administration for the Bookkeeper?
 - Small companies have few or no other administrative personnel.
 - You will need information from Form W-4 for payroll.
 - Form I-9 tells you that person is legal to work in the United States.
- How should the Human Resource files be organized?
 - Terminated employees' files separated from active employees' files.
 - Both sections alphabetized by employees' last names.