

**SAMPLE TEMPLATE – Contract for Bookkeeper**

\_\_\_\_\_ **COMMUNITY LEAGUE**

**BOOKKEEPER CONTRACT AGREEMENT**

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This letter of agreement outlines the terms and conditions for the \_\_\_\_\_ Community League 2009/2010 bookkeeping contract position.

The bookkeeper agrees to perform the following duties as outlined below.

1. Provide written receipts and record monies received on behalf of the community league.
2. Record and sign for pre-numbered receipt books as issued on a master control sheet.
3. Record transactions in the general ledger.
4. Deposit all community league monies in appropriate bank accounts, preferably within 24 hours of collection.
5. Process accounts payable/payroll cheques and record transactions in general ledger.
6. Prepare monthly bank reconciliations on all bank accounts.
7. Prepare monthly financial reports for meetings.
8. Assist treasurer in collecting information for annual budget, grant applications and GST recovery accounts.
9. Assist community league auditor in the preparation of annual financial statements.

The \_\_\_\_\_ Community League shall pay to the contractor as full compensation for the performance and fulfillment of this agreement the sum of \$\_\_\_\_\_ per month assuming a \_\_\_-hour work week. The contractor shall receive payment on the last day of each month.

This agreement is in effect for a term of \_\_\_ year(s), from (day/month/year) \_\_\_\_\_ to (day/month/year) \_\_\_\_\_.

The \_\_\_\_\_ Community League reserves the right to terminate this agreement with 30 days' notice if, in the opinion of the league, the contractor has failed to comply with the terms and conditions of the agreement.

The \_\_\_\_\_ Community League and \_\_\_\_\_ are in agreement with the terms and conditions described above.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
President, \_\_\_\_\_ Community League

\_\_\_\_\_  
Treasurer, \_\_\_\_\_ Community League

Date: \_\_\_\_\_

Date: \_\_\_\_\_