

Segregation of Duties – Four people

Executive Director



- Sign important contracts
- Make compensation adjustments
- Sign checks
- Perform analytical procedures
- Review wire/ACH payments
- Review account activities



Accountant / other*

- Distribute payroll
- Open mail and log cash
- Disburse petty cash
- Mail checks
- Review bank reconciliation

Accounting Staff

- Write checks
- Reconcile bank statement
- Record credit/debits
- Reconcile petty cash

Accountant / other*

- Approve vendor invoices
- Perform interbank transfers
- Approve payroll
- Complete deposit slips



**Non-accounting personnel such as a receptionist, administrative personnel, etc. can be trained to perform some of the less technical duties.*