

BOOKKEEPER POSITION DESCRIPTION

BENTON HABITAT FOR HUMANITY

Position:	Bookkeeper
Reports To:	Executive Director
Status:	Part-time 20 hours per week
Pay:	\$16 per hour

Summary

Under direction of the Executive Director and in coordination with Board Treasurer, the accountant performs a wide variety of bookkeeping and accounting services for the organization and its affordable home building, mortgage servicing, and ReStore operations. Uses QuickBooks Premier to enter bills, invoices, payment information, journal entries; prepares checks; enters funds received from all sources. Provides monthly reports for Board; reports as needed/requested by Executive Director and staff. Assists Executive Director, ReStore Director, Finance Committee, and Board of Directors in developing annual budgets and fiscal policies and procedures. Works with vendors as needed. Works with audit team to provide information for fiscal year-end financial statements and reports for use with annual audit and Form 990.

Duties and Responsibilities

- Enter invoices, bills, expenses, reimbursements, etc. to be paid into accounting system using QuickBooks Premier Nonprofit Edition. Record in QuickBooks all receipts of funds from donors, vendors, grant sources, homeowner payments, fees, ReStore sales (new and used building materials donated to Habitat and sold to public), fundraising activities, and other revenue sources. Habitat uses the accrual method of accounting.
- Maintain financial records and files.
- Generate checks for signing by Executive Director and Board officers.
- Work with bookkeeping firm to perform monthly bank reconciliations.
- Generate monthly fiscal reports (P&L, budget and actuals, mortgage payment status, etc.) for the Executive Director and Treasurer regarding revenues and expenses, including quarterly reports, balance sheets, P&L statements, charts and graphs.
- Generate fiscal reports for house sponsors, grantors, Executive Director and other staff or volunteers, as needed.
- Work with vendors to setup and maintain accounts accurately.
- Assist with preparation of annual budgets for various program and overall agency operations.
- Assist in preparation of year-end financial statements for audit and work with CPA firm to assist in Form 990 preparation following generally accepted accounting principles.
- Work with the agency's auditor on an annual basis, providing information, data, records, etc. as needed.
- Work closely with Executive Director, Treasurer, and Finance Committee to review, refine, or develop fiscal policies and procedures ensuring compliance with GAAP and HFHI standards.

- May oversee volunteers providing support for accountant, if needed and beneficial to sound recordkeeping.
- Provide other shared general office support, such as answering phones, as needed.

Knowledge, Skills, and Qualifications

- Willingness and ability to learn and perform under the guidance of the basic purposes, methods, and goals of Benton Habitat for Humanity.
- Bachelors degree in accounting or related field preferred.
- Four (4) years professional experience in bookkeeping required with some experience in non-profits preferred.
- Three (3) or more years experience with QuickBooks (or equivalent accounting software), proficient in the Microsoft Office Suite with emphasis on Excel and Word.
- Ability to show tolerance to wide diversity of individuals – including those with different racial, cultural, ethnic, religious, social, or sexual orientations.
- Ability to maintain the guidelines and procedures of Habitat while showing understanding and compassion for partner families, volunteers, and others in the community.
- Knowledge and ability to perform basic office functions such as answering phones, filing materials, etc.

Responsibility and Supervision

Performs duties under the general supervision of the Executive Director. Uses judgment in making choices and taking action on various standardized and routine tasks guided by agency policies and procedures. Independent judgement may be required in making decisions pertaining to the protection of Habitat's office facilities.

Personal Work Relationship

Position requires contact with staff, homeowners, volunteers, Board members, vendors, and community members. Excellent communications skills are a must.

Physical Requirements and Working Environment

Performs standard bookkeeping, filing, and other office work in a typical office setting. Works part-time, day shifts. Ability to walk stairs is necessary.

To Apply

Cover letter and resumes will be accepted by email at jobs@bentonhabitat.org or by mail to PO Box 1551, Corvallis, OR 97339 on or before April 28, 2017.