

HABITAT FOR HUMANITY-POWHATAN

JOB TITLE: LEAD BOOKKEEPER, 24 hours a week, at $20 to $23 an hour, part-time hourly position

POSITION: Habitat for Humanity-Powhatan

REPORTS TO: Executive Director

**Duties and Responsibilities**

**Finance**

* Accounts Receivable and Payable and scanning of supporting documentation
* Maintains Accounts Payable schedule and processes payments
* All data entry for Quickbooks Online accounting system
* Checks bank account balances and sweep transactions online at least three times a week and posts appropriate journal entries
* Prepare, deliver and reconcile bank deposits
* Assist with ReStore month end and payment of retail sales tax
* Manage relationships with subcontractors to include maintaining certificate of insurance and obtaining mechanics lien waivers and W-9's
* Maintain vendor records
* Maintain data per house build to deliver home cost
* Assist with budget loading, annual audits,
* Prepare general correspondence and all donor receipts
* Maintain donor database

**MINIMUM REQUIREMENTS:**

* Education: BA/BS or similar training
* Experience: accounting or administrative support in a non-profit environment preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Familiar with Quickbooks Online, Bloomerang donor system, and Microsoft 360
* Superior communication (verbal, listening, and written), organizational, and time management skills
* Strong analytical skills, common sense, and attention to detail
* Ability to work independently, to set and balance priorities, and to take initiative
* Comfortable in a fast-paced, dynamic environment that must evolve to meet the needs of the mission.
* Be flexible to assist staff whose jobs do not allow for flexibility
* Customer service focused

*It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.*